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# Development of a USMC Officer Assignment Decision Support System: Data Requirements

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**Development of a USMC Officer Assignment Decision  
Support System: Data Requirements**

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13. ABSTRACT (Maximum 200 words) This data requirements analysis was completed as part of the Life Cycle Management (LCM) process for development of an Officer Assignment Decision Support System (OADSS). This document provides general information about system development requirements, describes data elements required by OADSS in detail, and discusses data collection responsibilities. A data modeling approach was utilized to detail the logical organization of OADSS data elements in a normalized (i.e., non-redundant) form. This process was carried out by applying an entity level, or top down, approach and included identifying data entities, their keys, and other data elements they describe. A complete data model diagram for the OADSS data bases is provided along with descriptions of the 19 major data entities. Data elements are identified as static system data, dynamic input data, dynamic output data, or internally generated data. The organizational, operational, and developmental impact of OADSS data base collection, maintenance, and utilization is also discussed. It is recommended that a Project Management Plan (PMP) be completed as the next phase in the development of OADSS.				
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## FOREWORD

This report describes the structure of the data base to be included in the Officer Assignment Decision Support System (OADSS) designed to improve officer assignment procedures in the United States Marine Corps (USMC). Among the deficiencies in the current assignment system are the labor-intensive review of hard copy-based information, need for a comprehensive and centralized data base, and lack of standardization among officer Monitors in their assignment strategies. Monitors critically need interactive, computer-based support for assignment decisions because of the volume of assignment-related information available and the vast number of assignment alternatives to be weighed. This data requirements analysis provides detailed information about data elements to be included as OADSS as well as providing recommendations for data collection requirements.

This is the fifth in a series of reports that detail the "definition and design" phase of the USMC Life Cycle Management (LCM) process associated with OADSS. The research was conducted under work unit number M5402688WRRD8FY, Marine Corps Decision Support System for Officer Assignment, sponsored by the Manpower Plans and Policy Division (MPI). This report is based upon the combined Functional Description/Data Requirements Document (FD/DRD) that was submitted to MPI in August 1986. The present report has been completed to provide a guide for other researchers tasked with completing LCM documentation. Future publications will include a project management plan and system design specifications for OADSS development.

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Director, Personnel Systems Department

### Prior OADSS Publications:

Chatfield, R. E. (1988). Development of a USMC officer assignment decision support system: Needs assessment (NPRDC Tech. Note 88-50). San Diego: Navy Personnel Research and Development Center. (AD-A198 353)

Chatfield, R. E., & Gullett, S. A. (1989). Development of a USMC officer assignment decision support system: Feasibility study (NPRDC Tech. Note 89-14). San Diego: Navy Personnel Research and Development Center.

Chatfield, R. E., & Gullett, S. A. (1989). Development of a USMC officer assignment decision support system: Economic analysis (NPRDC Tech. Note 89-36). San Diego: Navy Personnel Research and Development Center.

Chatfield, R. E., & Gullett, S. A. (1989). Development of a USMC officer assignment decision support system: Functional description (NPRDC Tech. Note 89-32). San Diego: Navy Personnel Research and Development Center. (AD-213 310)

## SUMMARY

### Background

Officer Monitors need support in their decision-making process due to the volume of assignment-related information to be considered and the vast number of assignment alternatives to be weighed. It is anticipated that a user-friendly, interactive Officer Assignment Decision Support System (OADSS) will help Monitors better implement USMC staffing policy, significantly reduce their clerical workload, and enhance the match of officers to billets.

### Objectives

The objectives of this data requirements analysis were to: (1) provide general information about system data requirements, (2) describe data elements required by OADSS in detail, and (3) discuss data collection requirements.

### Data Description

A data modeling approach was utilized to detail the logical organization of OADSS data elements in a normalized (i.e., non-redundant) form. This normalization process was carried out using an entity level, or top down, approach and entailed identifying data entities, their keys, and other data elements that they identify. Reduction in data redundancy is critical for minimizing data base storage requirements, making data base access more efficient, and accommodating subsequent systemic changes. A complete data model diagram for the OADSS data base is provided along with individual descriptions of the 19 major data entities. Data elements, organized by entity, are identified as static system data, dynamic input data, dynamic output data, or internally generated data. Appendix B, Data Dictionary, provides each data element's alias, field length, data type, edit rules, source, and full description.

### User Support for Data Collection

As OADSS is essentially an effort to integrate existing Marine Corps automated information systems, much of the data base is already computer-resident and data collection methodologies in place. However, approximately 20 percent of the data base is comprised of "new" data elements and Monitors have responsibility for their input. Appendix C, Data Element Information Organized by Entity, provides information about data type, status, input source, input device, recipient (class and user), and update frequency. Recommended sources of input data are classified into five categories: Headquarters Marine Corps (HQMC), Headquarters Master File (HMF), Officer Staffing Goal Model (OSGM), Table of Manpower Requirements (TMR), and the Manpower Officer Assignment Branch (MMOA). Sample screen layouts for data input and output are provided along with examples of the proposed menu-driven user interface. Finally, the organizational, operational, and developmental impact of OADSS data base collection, maintenance, and utilization is discussed.

### Recommendations

The following recommendations are made:

1. A Project Management Plan (PMP) should be completed as the next stage in the "definition and design" phase of system development.
2. A "rapid prototyping" approach to OADSS development should be utilized as a means of minimizing system development time and ensuring the active participation of end users.

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## INTRODUCTION

### Background

The mission of the Officer Assignment Branch (MMOA), located at Headquarters, United States Marine Corps (HQMC) is to administer assignment of all Marine Corps officers (Colonel and below) in accordance with regulations, approved assignment policies, and criteria of the Commandant of the Marine Corps (CMC). Functions carried out in support of this mission include: issuing travel orders; classifying/reclassifying officers in occupational specialties; and assigning officers to educational, intermediate, and top level schools. The individuals within MMOA who make assignment decisions (subject to approval by higher authority) are referred to as officer "Monitors." Monitors have a very difficult job in that they are expected to accommodate both the manning requirements of the Marine Corps and the career/personal needs of officers via the assignment process. Performing this task requires concurrent consideration of the job dimensions of available billets and the skills and attributes of officers being assigned.

Monitors' first consideration in staffing is the "fill" of available billets while the next is the "fit" of officers to specific billets based upon their education, work experience, Military Occupational Specialty (MOS), etc. The process of reaching an assignment decision may involve accessing on-line personnel data bases such as the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS), reviewing Officer Fitness Reports (FITREPS) on microfiche, talking with constituents in person or on the telephone, or reviewing a number of other relevant sources of information. In conjunction with this, Monitors must also be mindful of established staffing policy, United States Marine Corps (USMC) manning levels, and the career development needs of individual officers when weighing assignment alternatives.

The idea for establishing an Officer Assignment Decision Support System (OADSS) came about because it was evident that Monitors need support in their decision-making process due to the vast amount of assignment-related information to be considered and the number of assignment alternatives to be weighed. It is anticipated that a truly user-friendly, interactive Decision Support System (DSS) will help Monitors better implement USMC staffing policy, significantly reduce their clerical workload, and enhance the match of officers to billets.

The original effort to develop a DSS for Monitors was carried out by a contractor as part of the Officer Precise Personnel Assignment System (Officer PRE-PAS) in 1979. However, this work stressed an optimization approach to officer assignment and was terminated in the early concept development stage of the Life Cycle Management (LCM) process. A subsequent contractor effort to build OADSS, in 1981, was also terminated in the concept development stage as it also relied too heavily upon optimization techniques and was not sufficiently interactive. Both of these attempts were doomed to failure as the Marine Corps objected to any "black box" (i.e., optimization) approach perceived to automate the assignment process. The goal was to support Monitors in their decision-making, not to make assignment decisions for them.

The idea for developing the OADSS lay dormant until 1985 when support for a third attempt at system development became available at the Navy Personnel Research and Development Center (NPRDC). The project sponsor, Manpower Plans and Policy Division (MPI), specified that system design be carried out by Personnel Research Psychologists rather than Operations Researchers or Computer Specialists under the assumption that this would avoid yet another optimization-oriented approach that would prove unacceptable to the CMC. Also, it was MPI's assumption that the psychologists could better assess Monitors' needs and translate them into design of a system that was easy to access and truly user-friendly.

In compliance with the USMC Life Cycle Management Plan for Automated Information Systems (LCM-AIS), MCO-P5231.1, a combined Functional Description/Data Requirements Document (FD/DRD) was submitted to MPI in August 1986. Although these documents were combined for submission to the Marine Corps, it is important to note that their purposes are very different. The FD provides information about desired system functionality, performance requirements, and end-user impact and is "static" after initial submission. Conversely, the DRD is very "dynamic" and must be updated as needed to provide current information about data elements and their maintenance. This data requirements analysis is based largely upon the FD/DRD submitted to MPI and has been completed to provide a guide for other researchers tasked with completing LCM documentation.

## Objectives

The objectives of this data requirements analysis for development of an Officer Assignment Decision Support System were to: (1) provide general information about the OADSS project and system data requirements, (2) describe data elements required by OADSS in detail, and (3) discuss data collection support required of the user to effectively implement the system.

## Project References

To supplement information gained from interviews, survey administration, and on-site observation, the following documents were reviewed:

1. Automated Data System (ADS) Plan for the Officer Precise Personnel Assignment System (Officer PRE-PAS), Potomac Research Incorporated and General Research Corporation, 15 September 1979. This report presents a proposal for development of the Officer PRE-PAS System and an assignment management information system.
2. Development of Specifications for the Officer Assignment Decision Support System, Andrus Research Corporation, 25 February 1981. This report presents a proposal for development of an officer assignment system based on optimization strategies.
3. Officer Staffing Goal Model (OSGM): Design Specifications, Decision Systems Associates, June 1978. This report contains a description of the function, logic, and data definitions of the OSGM at the time of development.
4. Marine Corps Personnel Assignment Policy, Marine Corps Order 1300.8M, 2 May 1984. This MCO implements Department of Defense policy and provides policy guidance relative to assignment and permanent change of station (PCS) of Marines.
5. Officer Assignment Branch Slating Guidance Memorandum, Director, Personnel Management Division, 18 October 1982. This memorandum provides guidance for the slating process, amplifies existing instructions, and establishes branch policies not covered elsewhere.
6. Joint Uniform Military Pay System/Manpower Management Systems Code Manual, Marine Corps Order P-1080.20, current to 11 December 1984. This manual contains definitions used in the JUMPS/MMS system.
7. Automated Data Systems (ADS) Documentation, Department of Defense Standard 7935, 15 February 1983. This document provided DoD guidelines for the development and revision of documentation for ADSs and described technical documents to be produced throughout the life cycle of an ADS.

## System Orientation

The goal of the OADSS is to provide officer Monitors with assistance in assigning Marine Corps officers to available billets. OADSS is a broad-based effort that will make Monitors' jobs easier while also ensuring that the subjective, "human touch" in assignment-making is maintained. The system will be designed to support Monitors' decision-making and will not automate officer assignment. Besides enhancing computer-based ad hoc query and data retrieval capabilities, OADSS will include improved Monitor training and an interactive method of updating the OSGM Dictionary. As OADSS will involve accessing data on several systems currently available to Monitors, the effort is on integration rather than on the development of a new system. That is, OADSS will seek to "connect" several systems so that the assignment process will be more systematic and centralized.

## Security

System security is critical in the implementation of any automated information system. The following security measures, at a minimum, will be incorporated into OADSS:

1. As sensitive performance and promotion-related data will be resident in OADSS, strict data base access will be instituted. OADSS will provide file, field, and value within field security to prevent unauthorized access to

officers' records. Users' ability to read and write data elements will be controlled by the Data Base Administrator (DBA).

2. Distribution of account numbers and valid passwords required for system access will be closely controlled by the DBA. Passwords will change every 6 months to further promote security.

3. As OADSS will contain "sensitive" personnel data, two laws pertaining to the use and dissemination of these data are applicable. Specifically, the Privacy Act of 1974 and Title Five of the Code of Federal Regulations establish what information is private and what can/cannot be made available to the general public.

### Appendices

Several appendices have been provided to supplement the discussion of PMP subject areas. Appendix A presents a graphical summary of OADSS data entities. Appendix B summarizes data elements in the form of a data dictionary while Appendix C groups the elements by entity. Finally, Appendix D provides a glossary of the terms, definitions, and acronyms used throughout the document.

## **DATA DESCRIPTION**

This section describes both the logical data base design and the individual data elements planned for OADSS. A data modeling approach is used to detail the logical organization of data elements. This technique is frequently used by computer system analysts to define data structures in normalized (i.e., non-redundant) form. The discussion of individual data elements focuses on both static and dynamic data types with reference made to the Data Dictionary (Appendix B) where appropriate.

### Data Modeling Methodology

In developing OADSS, it is essential to build a data base that serves as a foundation for a system that will address current user needs and future requirements alike. Because the data base is the heart of any Automated Information System (AIS), a precise delineation and understanding of the underlying data structure is critical. While new data elements are certain to be added, relationships among existing data elements do not typically change significantly. A data modeling approach is used to define the logical structure of the OADSS data base in "normalized" form. The normalization process involves identifying data entities, their keys, and other data elements that they identify. Non-key data elements are dependent on their primary key and are independent of one another. This technique reduces redundancy as repeating groups of data are eliminated using a reduction process. Such a reduction in data redundancy minimizes data storage requirements and promotes faster, more efficient data base access. Additionally, data organized in this manner are more adaptable to systemic changes. In terms of system design, the normalization approach is consistent with development of a hierarchical data base structure. Data modeling was conducted using an entity level, or top-down, approach. The following sub-sections provide a step-by-step summary of the procedures used in the data modeling process.

#### Definition of Entities and Relationships

The first phase in the data modeling methodology was comprised of five steps:

1. Define System Objective--Prospective system users were interviewed by the analyst to formulate the technical and operational requirements of the system being developed. Users needs were extensively documented in the earlier Needs Assessment (Chatfield, 1988) and again in the Functional Description (Chatfield & Gullett, 1989).

2. Identify Entities--"Entity" is a generic term used to describe something about which data are stored. Entities are uniquely identifiable and typically have a list of qualities (attributes) associated with them. Examples of entities are Marine Officer, Officer Monitor, Table of Manpower Requirements (TMR), etc. A logical representation of the data base makes the identity of an entity irrelevant; only its structure and relationship to other data elements are of importance. In Data Base Management System (DBMS) terms, an entity is considered equivalent to a "table."

3. Identify Relationships--A "relationship" is the association between one entity and another. In essence, this relationship dictates the logical integrity of the data base. Two parameters are needed to describe an entity-to-entity

relationship: one/many and mandatory/optional. In portraying relationships in a data model, lines are used to connect entities. Notations on the lines are subsequently used to annotate parameters. Referring to Figure 1, double arrows are used to express a "many" relationship while a single arrow conveys a "one" relationship. In addition, a "mandatory" relationship is expressed with a line while an "optional" relationship is represented by a circle.

4. Replace Many-to-Many Relationships--Many-to-many relationships are not consistent with the normalization process. Therefore, such relationships must be decomposed or reduced and a new entity developed to link the two original entities.

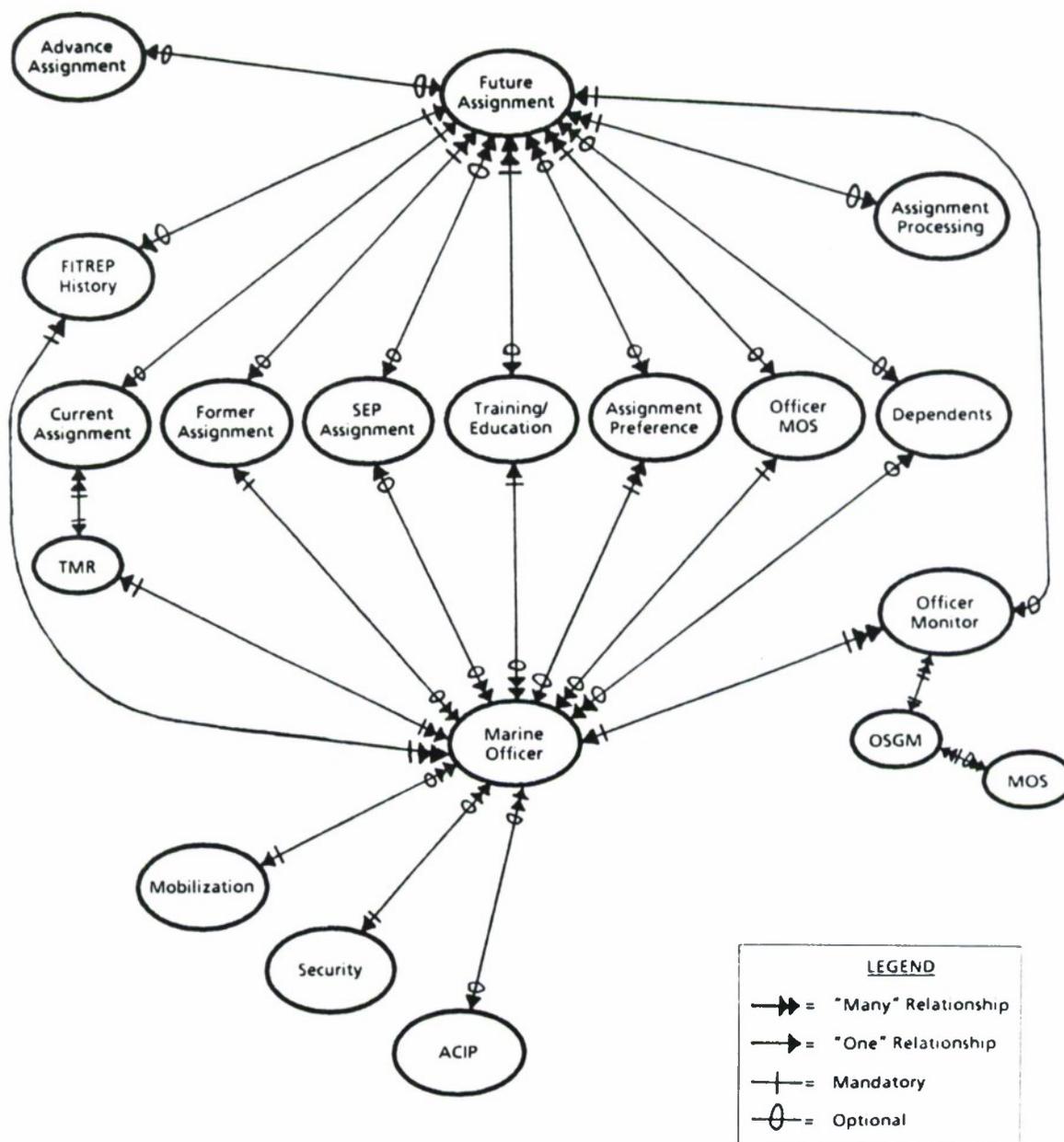


Figure 1. Data model diagram.

5. Prepare Data Model Diagram--The final product of applying the data modeling approach is a data model diagram which pictorially represents entities and their relationships. The data model diagram for OADSS is presented in Figure 1.

### Defining Logical Records

The second phase in the data modeling methodology is also comprised of five steps:

1. Define Entity Tables--A table is established for each entity in the data model diagram to delineate keys and attributes defining the entity.

2. Identify Primary Keys--All entities not created to replace a many-to-many relationship are identified with a primary key. This key uses unique attributes to identify the entity. For example, the Marine Officer entity is uniquely identified by the primary key, Military Identification Number (MID).

3. Identify Foreign Keys--A foreign key is identified for all entities created to replace a many-to-many relationship. This key is composed of the primary keys of the relating entities.

4. Identify Attributes--Attributes are identified for each entity in the data model diagram. In effect, attributes are data elements that characterize the entity. For example, attributes of the Marine Officer entity include name (first, last, middle initial), sex, race, pay grade, military occupational specialties (MOSs), etc.

5. Define Logical Data Base Structure-- Data records are derived using the tables discussed in Step 1. A data record is created for each table; however, it is imperative to note that this represents the logical, not physical, structure of the data. The physical representation of the data base can only be finalized after the DBMS and associated hardware are identified.

### Data Model Diagram

As indicated earlier, Figure 1 represents the data model diagram for the OADSS data base. Each of the 19 entities depicted are briefly summarized in the following paragraphs. Refer to Appendix A for illustration of the logical record layouts for each of the entities. It should be noted that data elements have been presented in a relational structure to facilitate discussion. In the event that OADSS evolves into a hierarchical data base structure, another level of documentation will be added. Namely, a "tree" diagram depicting the relationship among data segments.

1. Officer Monitor Entity--The Officer Monitor entity reflects the officer Monitor within the Officer Assignment Branch responsible for assigning an officer. Each of the 17 Monitors has a unique identification number, the Monitor Activity Code (MAC). Information concerning an officer's deployed command and reporting unit are included in the entity as well as several "memo" fields available to the Monitor for making assignment-related notes. The layout of the logical record is presented on page A-2.

2. TMR Entity--The TMR entity provides information about the Marine Corps Table of Manpower Requirements. The Table of Organization (T/O) Number, T/O Line Number, and English descriptions are contained in the entity. Attributes in this entity pertain to both current and future assignments. The layout of the logical record is presented on page A-3.

3. OSGM Entity--The OSGM entity is composed of data elements used to derive assignment staffing goals. The officers provide input to match officer qualifications (e.g., MOS, pay grade) to billets. The optimization-based model then derives staffing goals in conjunction with Authorized Strength Report (ASR) limitations. Included are data elements pertaining to Staffing Precedence Level, Duty Limitations, and substitution policies. The layout of the logical record is presented on page A-4.

4. MOS Type Entity--The MOS Type entity contains 8 descriptive categories for the type of MOS that an officer holds. These codes are input to the OSGM and are used in deriving staffing goals. Examples of the categories are Naval Aviator Fixed Wing (NAFW) and Ground Combat Support Services (GDSS). The layout of the logical record is presented on page A-5.

5. Mobilization Entity--The Mobilization entity contains data elements needed for a "mobilization run" of the OSGM. This information is typically used only by the OSGM Officer and not required for assignment decisions. The entity contains information about an officer's Duty Limitation, Duty Status, Component Code, Combat Experience, etc. The layout of the logical record is presented on page A-6.

6. Advance Assignment Entity--The Advance Assignment entity contains information about an officer's tentative assignment following their next (or future) assignment. Attributes include the Advance Assignment Monitored Command Code, Estimated Date of Arrival, and Geo-Location Code Estimated Date of Arrival. The layout of the logical record is presented on page A-7.

7. SEP Assignment Entity--The Special Education Program (SEP) entity contains information about SEP billets and officers that have participated in the program. Attributes include Last SEP Billet, Billet Sponsor, Billet Grade, and SEP MOS. This entity is utilized primarily by the SEP Coordinator within MMOA. The layout of the logical record is presented on page A-8.

8. Marine Officer Entity--The Marine Officer entity is essentially the starting point of the data modeling process for the OADSS data base. This entity stores all of the assignment-relevant data for an individual officer. Included in the entity is such information as Name (first, last, middle initial), Pay grade, Date of Rank, Sex, Race, etc. In addition, several foreign keys provide a variety of supplemental information. The layout of the logical record is presented on page A-9.

9. Officer MOS Entity--The Officer MOS entity provides information about an officer's Military Occupational Specialty, a critical factor in assignment decisions. Three types of MOS information is included: Primary, Additional, and Intended. The layout of the logical record is presented on page A-10.

10. Dependents Entity--The Dependents entity provides a variety of information about an officer's dependents. Data elements pertain to both spouse (Name) and children (Name, Age, Sex). The layout of the logical record is presented on page A-11.

11. Training/Education Entity--The Training/Education entity describes the training and education history of an officer; such information is often pivotal in matching individuals to billets. Data elements in this entity include: Type of Degree, Major Area of Study, College Attended, Language Skills, etc. The layout of the logical record is presented on page A-12.

12. Former Assignments Entity--The Former Assignments entity provides information about an officer's former duty assignments. Included are data elements covering Former Monitored Command Code (FMMCC), Former MOS, etc. In addition, information on dates that the officer last served in the Fleet Marine Force (FMF) or served an overseas tour are included. The layout of the logical record is presented on page A-13.

13. Current Assignment Entity--The Current Assignment entity provides information about an officer's current duty assignment. Included are data elements pertaining to the MCC, Assigned Billet MOS (ABMOS), Assigned Billet Grade(ABGRD), Estimated Date of Departure, and Tour Control Factor. This information is critical in reaching an assignment decision on the future and advanced assignments. The layout of the logical record is presented on page A-14.

14. Future Assignment Entity--The Future Assignment entity contains information about an officer's next tour of duty as "slated" by the Monitor. Attributes include Future MCC, Assigned Billet MOS, Assigned Billet Grade, and Estimated Date of Arrival. The layout of the logical record is presented on page A-15.

15. ACIP Entity--The Aviation Career Incentive Program (ACIP) entity provides information about aviation-qualified officers. Attributes include type of billet (e.g., duty involving flight operations), Operational Flying Base Date, and Status on Career Flight "Gates." The layout of the logical record is presented on page A-16.

16. Security Entity--The Security entity contains data elements summarizing an officer's security clearance status. Included is Level of Clearance, Date of Clearance, and Organization that performed the background investigation. The layout of the logical record is presented on page A-17.

17. Assignment Preferences Entity--The Assignment Preferences entity provides for storage of an officer's preferences for duty assignments. Preferences for type of assignment and geographical location are recorded as well as an indicator of interest in the Professional Military Education (PME) program. The layout of the logical record is presented on page A-18.

18. Assignment Processing Entity--The Assignment Processing entity contains a number of "flags" that reflect the status of an officer's assignment being processed. For example, status of Permanent Change of Station (PCS) orders is one of the indicators. In addition, data elements pertaining to assignment "exceptions," transaction dates, and reason for transfer are provided. The layout of the logical record is presented on page A-19.

19. FITREP History Entity--The FITREP History entity provides information about an officer's previous duty assignments as recorded in Officer Fitness Report (FITREP) records. Job performance marks will not be available; only data pertaining to job title, length of time job was held, occasion for FITREP, and dates for the FITREP evaluation period. The layout of the logical record is presented on page A-20.

#### Logical Organization of Static System Data

DoD-STD-7935 defines "static system data" as those that are used by a system for strictly reference or parametric control. Data elements classified as such are typically used to validate user input and to serve as a source of help concerning valid system input. Tables containing these entries are not frequently updated as the very nature of the information is "fixed." Identification of static system data is provided in Appendix C, a summary of the data elements organized by entity. Refer to the column labeled "Type" to identify Static System (SS) data.

#### Logical Organization of Dynamic Input Data

DOD-STD-7935 defines "dynamic input data" as data input to a system and updated via normal processing. Identification of dynamic input data is provided in Appendix C. Refer to the column labeled "Type" to identify Dynamic Input (DI) data.

#### Logical Organization of Dynamic Output Data

DoD-STD-7935 defines "dynamic output data" as data that are generated or updated by a system during normal processing. From this definition it is evident that there is likely to be overlap between dynamic input data and dynamic output data. Indeed, many data elements may be classified as belonging to both categories. Identification of Dynamic Output (DO) data is provided in Appendix C. Referring to the "Type" column, it may be noted that several data elements serve as both DI and DO to the system.

#### Internally Generated Data

Within any AIS, it is common for there to be a number of "transient" data elements associated with calculations, error checks, etc. Often referred to as "derived data," these data elements are not actually resident in the logical data base. However, to ensure timely processing (for example, to avoid recalculation of time-consuming calculations) these data may out of necessity be stored in the physical implementation of the data base. OADSS will not formally contain any specific internally generated data. Rather, "Global" variables will be both generated and stored by the DBMS used in OADSS. An example of such data would be a "date stamp" placed in each record edited. These type of derived data are certain to be a part of the final system; however, it is impossible to specify their content at this time. Accordingly, the "Type" column in Appendix C does not identify any data elements as Internally Generated (IG).

## **USER SUPPORT FOR DATA COLLECTION**

#### Data Collection Requirements and Scope

An AIS is only as good as its data base. Therefore, the establishment of reliable data collection and verification procedures is critical. As OADSS is principally an effort to integrate existing Marine Corps AIS, much of the data base

is already computer-resident and data collection methodologies are in place. However, in the case of "new" data elements, officer Monitors have responsibility for their input. The Data Dictionary, Appendix B, can be referenced to review each data element's alias, field length, data type, edit rules, source, and full description. However, Appendix C is yet more useful for providing data collection information. Specifically, the Appendix specifies the following information about each data element: Type, Status, Input Source, Input Device, Recipient (Class and User), and Update Frequency. Each of these categories is summarized below although "Type" is not particularly relevant for data collection issues.

1. Type--This column indicates the data type for each data element. The four classification categories are Static System, Dynamic Input, Dynamic Output, and Internally Generated. As these categories were addressed earlier, they will not be discussed further here.

2. Status--This column indicates the present status of each data element. Only two categories are applicable: "Existing" and "New." The first reflects that the information is already computer-resident in a Marine Corps AIS while the latter indicates that data collection procedures must be established.

3. Input Source--Data entities are derived from five sources: Headquarters Marine Corps, the Headquarters Master File (HMF), the Officer Staffing Goal Model Dictionary (OSGM), the Table of Manpower Requirements (TMR), and the Officer Assignment Branch (MMOA). It is important to note that data elements within each entity are not necessarily found in the same input source. Therefore, it is necessary to refer to the entity containing each data element in Appendix C to establish their input source.

4. Input Device--Three hardware devices will serve as input mechanisms to the system. The primary input device is from existing AISs (denoted as SYS) available to MMOA. That is, the information is already computer-resident (e.g., HMF, JUMPS/MMS, etc.) and can be accessed by OADSS as needed. The second input mechanism is electronic transfer (ET) of data from a computer not located at the Marine Corps Central Design and Programming Activity (MCCDPA), Quantico. For example, the OSGM is run on a CYBER mainframe at Computer Data Corporation (CDC) and the "Dictionary" could be downloaded to OADSS. The third and final input device is using a Video Display Terminal (VDT) connected to the system. This is the input device Monitors will use to input all new data elements to OADSS.

5. Recipient (Class)--This column categorizes data elements into four classes of system-related input/output. The four classes are described below.

a. Data elements input to the system, processed, and output essentially unchanged.

b. Data elements generated as system output. As the principal purpose of OADSS is to provide information to support Monitor's decision-making, the output will often consist simply of responses to on-line queries.

c. Data elements input to the system but not output. This category pertains to data elements that impact on Monitors' decision processes but are not part of the resulting assignment output.

d. Data elements input to the system for reference purposes only and are not output.

6. Recipient (User)--Users have been divided into two categories. The first, HQMC, indicates that system data elements are used by a number of HQMC branches and is not just part of the officer assignment realm. The "HQMC" designation is used where there are multiple users of the data, even if MMOA is in fact the principal user. The second category, MMOA, is used to note that the Officer Assignment Branch is effectively the only user of the information. It should be noted that the DBA position has been incorporated into the MMOA category as it is assumed that the individual will come from the MMOA-3 (Systems) section.

7. Update Frequency--Update of system data elements will be conducted either on a Yearly (YR), Quarterly (QU), or As Needed (AN) basis. The majority of the data elements are designated AN because assignment relevant information is highly dynamic and cannot be updated on a fixed schedule.

At this point in system development it is impossible to finalize read/write access to all data elements included in OADSS. However, it is anticipated that the OSF will be the only portion of the data base for which MMOA personnel will have complete update capability. Mechanisms for file maintenance will ultimately be constrained by the actual operational environment for OADSS (i.e., mainframe, minicomputer, or Local Area Network (LAN)). As such, complete details about data element maintenance and file interrelationships will be held in abeyance until a System Maintenance Manual is drafted in conjunction with system implementation.

#### Recommended Source of Input Data

The recommended source of input data will be specified for each of the five categories of input.

1. Headquarters Marine Corps--Data elements from HQMC sources will be electronically transferred to the OADSS data base by the DBA, where feasible. In the event that data are not available, officer Monitors will be responsible for entering data for their constituent population via VDT.

2. Headquarters Master File--Input mechanisms for the HMF are currently in place and will not be altered. Data will continue to be entered via the Unit Diary process (in JUMPS/MMS) and Officer Slate File (OSF) procedures. In both instances, input is made via VDT.

3. Officer Staffing Goal Model Dictionary--Input to the "Dictionary" will be made on an interactive basis by each Monitor. The development of this capability will be provided by one of the OADSS modules. Specifically, the Dictionary will be downloaded and then Monitors will use VDTs to update the section pertaining to their respective populations. The OSGM Officer will coordinate data collection and maintain responsibility for actually running the model.

4. Table of Manpower Requirements--Input mechanisms to the TMR are in place and will not be altered. TMR data elements will be electronically transferred to OADSS by the DBA, where feasible. In the event that information cannot be transferred, the SEP Coordinator will manually enter information for SEP officers via VDT (the other Monitors do not typically require data corresponding to the TMR entity).

5. Officer Assignment Branch--The officer Monitors will be responsible for entering and maintaining a number of data elements in the OADSS data base. The existing input mechanism for the OSF will continue to be used. However, new data elements will be entered via VDT using data input screens provided within OADSS.

#### Input Formats

All data directly input to OADSS will be entered using VDT. Data input will be simplified through utilization of user-friendly, menu-driven procedures. Figure 2 illustrates the general screen layout planned for all data input screens. Each screen is divided into two major areas: Screen Header and Screen Content. The Screen Header section will consistently appear at the top of each screen with the Screen Content portion occupying the remainder of the screen. Additional details on each of the two areas is provided in the following paragraphs.

1. Screen Header--The Screen Header comprises the first eight lines of the screen and provides the following information.

a. *Paging/Entry Instructions.* This line provides the user with instructions on how to quit, add records to the data base, and "page" between multiple pages of an input form.

b. *Module Name.* The OADSS module (subsystem) name will be displayed to prevent confusion in data entry. For example, "OSGM" will be displayed for interactive maintenance of the OSGM Dictionary.

c. *Date/Time.* The current date and time from the system clock will be displayed for informational purposes. The time display will be helpful for determining the last system access time for an unattended terminal while system data will allow date stamping of records.

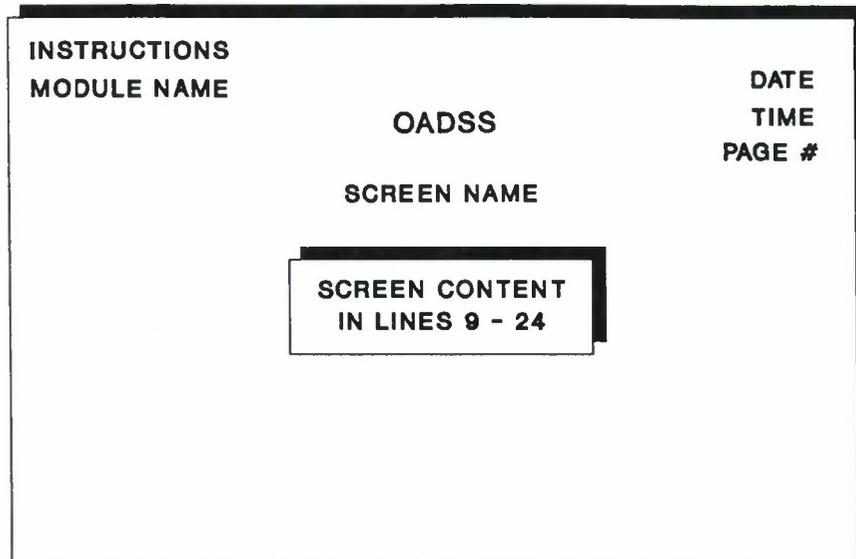


Figure 2. Screen layout for data input.

d. *System Name.* The word "OADSS" will be displayed in upper case to signify that the input screen is part of OADSS.

e. *Page Number.* Several data entry programs are likely to contain more than one input screen. In this instance, the positioning of the current screen will be provided, e.g., "Page 2 of 3."

f. *Screen Name.* Each screen has a unique title, in most cases it appears as one of the options in the menu system.

2. *Screen Content*--Screen content will make up the bulk of each screen; lines 9-24. This area will be used to display menus/submenus or data entry screens. Cursor movement will guide the user through the input procedure and data entry rules will be posted in a "rules box" in this area, where appropriate. Error messages will be displayed either at the bottom of the screen or on a new screen to denote that an entry has been invalidated.

3. *OADSS Screens*--To promote user-friendliness, OADSS will be completely menu-driven. Figures 3 and 4 are provided to illustrate the type of menu process that will guide users through the system. The screens displayed pertain to the first OADSS module to be developed, the SEP Coordinator Data Base. Access to system menus and options will be controlled based on user identification. For example, only the DBA will be able to access any of the system maintenance options.

a. *Module Main Menu.* Each module will have a main menu that is accessed by selecting the corresponding option on the OADSS Main Menu. The module main menu will allow the user to select a function/action to be taken by selecting one of the options listed. Figure 3 presents an example of the SEP module's main menu. The following options are provided:

(1) Modify Data (Add, Delete, Edit)--This option allows the user to add, edit, or delete information about SEP officers and billets. Figure 4 illustrates the proposed Modify Data Menu. Figure 5 illustrates the next menu level, in this instance the data entry screen appearing after Option 2 (Add a SEP Billet Record) is selected. The maximum field length of each data element will be highlighted on the entry screen.

(2) Query Data Base--The user will select this option to search the data base for officers/billets having specific characteristics. For example, the Monitor may request the system to list all officers with an Additional Military Occupational Specialty (AMOS) of 96XX, are available to rotate in the timeframe of APR-JUL next year, and have

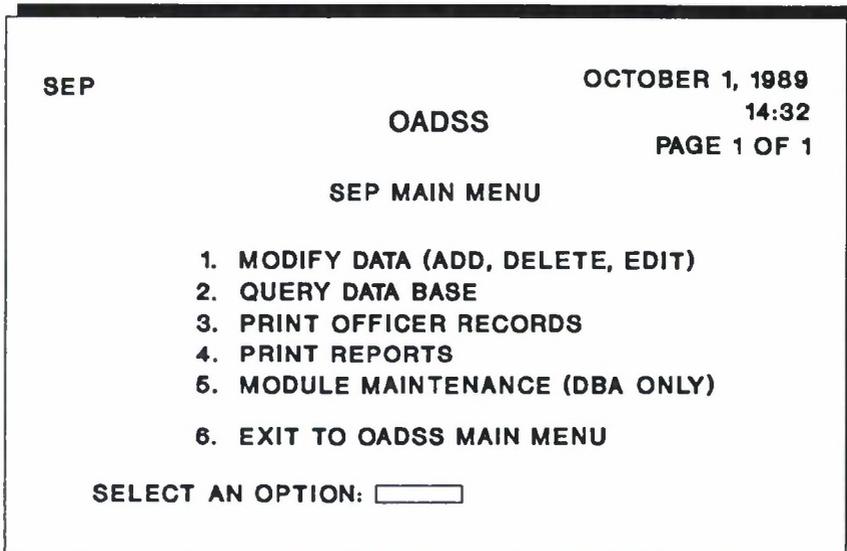


Figure 3. Sample main menu screen.

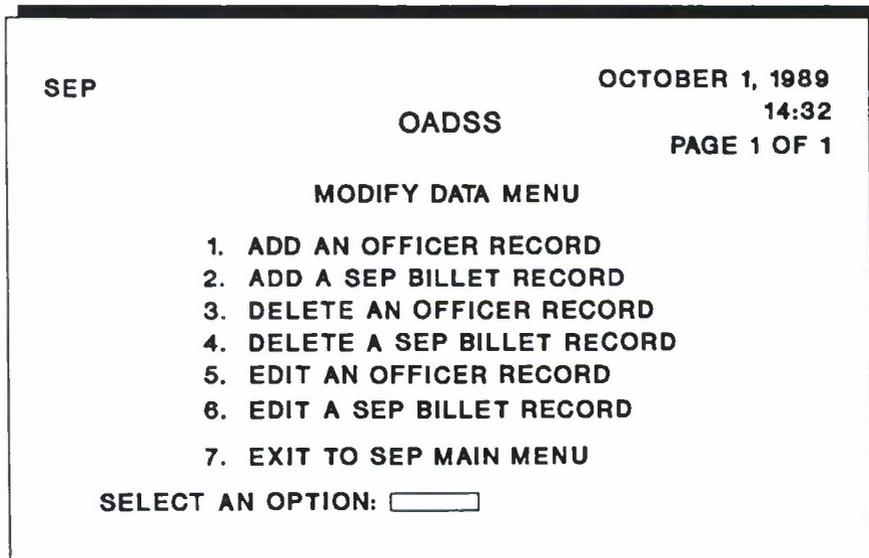


Figure 4. Sample module menu screen.

SEP	OCTOBER 1, 1989
OADSS	14:32
	PAGE 1 OF 1
ADD A SEP BILLET RECORD	
T/O: <input type="text"/>	T/O LINE NUMBER: <input type="text"/>
DESCRIPTION: <input type="text"/>	
BILLET SPONSOR: <input type="text"/>	ALPHA GRADE: <input type="text"/>
MOS: <input type="text"/>	

Figure 5. Sample data entry screen.

stated a geographical preference for "Texas." This ad hoc query capability will be kept flexible enough to handle most, if not all such inquiries.

(3) Print Officer Records--Data for a specific SEP officer will be printed in a fixed format. Military Identification Number (MID) will be used to designate the officer for which data are to be printed.

(4) Print Reports--This option allows the user to print one of several pre-programmed or "canned" reports. Reports will be available for several types of frequently requested information.

(5) Module Maintenance--Access to this option is limited to the DBA. DBMS features will be used to modify the data base structure, issue passwords, etc.

(6) Exit to OADSS Main Menu--The final option is to return to the system's Main Menu. This selection is chosen to initiate the "logoff" procedure.

### Output Formats

Each OADSS module will be capable of generating a variety of reports. In many instances, the report will simply be in response to an ad hoc query where content and format are variable. However, fixed format reports that cannot be modified by the user will also be available. In either case, the user has the option of printing the report as hard copy output or viewing it on the VDT screen. Because of the diversity of output formats to be offered in OADSS, it is not feasible to illustrate each of them in this report. The system addresses a number of needs within MMOA and the output will be tailored for use in each module. Despite the diversity of reports generated, the output layout illustrated in Figure 6 will be utilized wherever feasible. As the layout is highly similar to that for the data input screens (see Figure 2), its contents will not be discussed in detail.

### Impact of the Data Base

The collection, maintenance, and utilization of OADSS data bases will produce an impact on organizational, operational, and developmental components. Each of these areas is discussed in the paragraphs to follow.

<b>INSTRUCTIONS</b>		<b>DATE</b>
<b>MODULE NAME</b>	<b>OADSS</b>	<b>TIME</b>
		<b>PAGE #</b>
	<b>SCREEN NAME</b>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>REPORT CONTENT IN LINES 9 - 24</b> </div>		

Figure 6. Report layout.

### Organizational Impacts

There are three areas to be addressed in a discussion of organizational impacts:

1. **Personnel Responsibilities**--Two types of users will be accessing OADSS: the DBA and MMOA personnel. The DBA is primarily concerned with technical support and operating/maintaining the system hardware/software. MMOA personnel, specifically officer Monitors, will be the primary system users. Monitors will use the system to update records, perform ad hoc queries, print reports, etc. Monitors and their assistants will have the responsibility of entering and maintaining all data elements not currently computer-resident. While this data entry requirement involves some time and effort, the substantial reduction in manual, time-consuming clerical procedures now in effect will more than offset this added responsibility. While other HQMC personnel may be permitted limited access to OADSS, their access will be closely monitored by the DBA.

2. **Skill Requirements**--As stated in previous OADSS-related documentation, the present officer assignment system is characterized by slow, manual, hard copy-dependent procedures. The new system will significantly reduce manual processing by providing computer storage and access to an expanded scope of critical data elements. While OADSS will be menu-driven and user-friendly, users will be required to gain some familiarity with OADSS Automated Data Processing Equipment (ADPE). For example, users will need to know how to operate VDTs, printers, and other peripheral devices. However, the responsibility for integrating ADPE, performing system backups, and providing for system security will remain under the purview of the DBA.

3. **Training of Personnel**--Training of users will be divided into two areas: (1) training that focuses on Monitor responsibilities, and (2) training in use of OADSS procedures (e.g., report generation). Training will be provided in the form of on-line tutorials, where feasible, and supported by hard copy training materials.

### Operational Impacts

There are two areas to be addressed in a discussion of operational impacts:

1. **System Interface**--OADSS is designed to be accessed interactively by users. The system will provide methods to input data, print reports, respond to ad hoc queries, and quickly retrieve information. The system will be accessed via VDTs located throughout MMOA.

2. **Operating Procedures**--The procedures used in determining officer assignments will not change appreciably with the exception of increased utilization of computer resources. OADSS will be used as a tool in Monitors'

decision-making process and will promote standardized assignment practices. The DBA will be responsible for coordinating operation/maintenance of equipment, performing system maintenance, assigning user passwords, and a variety of other system-related tasks.

#### Developmental Impacts

There are five areas to be addressed in a discussion of developmental impacts:

1. Training--As with the introduction of any new automated information system, user training is critical for successful implementation. The scope of the training will be principally determined by the extent of system development in the prototype process. The training will be carried out using on-line tutorials, where feasible. All training will be augmented by hard copy material and on-the-job training (OJT) by experienced personnel.

2. Manpower Requirements--Additional manpower will not be necessary during OADSS introduction as the bulk of the work will be carried out by NPRDC. However, MMOA and MCCDPA personnel will be closely involved with system installation procedures.

3. System Documentation--NPRDC is responsible for drafting user documentation for system development. MMOA will have the responsibility for drafting documentation pertaining to system usage policies, designation of authorized users, system security, etc.

4. Systems Transition--Prototype sub-systems (modules) will undergo extensive testing and evaluation to ensure that they effectively meet system specifications. Once this phase is completed, the system sponsor and MMOA will have to decide whether or not to transition to full system implementation via integration of modules. This transition will then be phased in over a period of approximately 6 months.

5. Site Preparation--OADSS will introduce a limited amount of new ADPE within MMOA. However, as all equipment will operate in a normal office environment, no special site preparation is required.

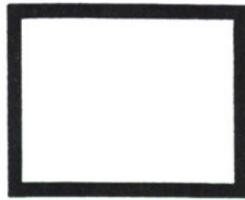
### **RECOMMENDATIONS**

The following recommendations are made:

1. A General Design Specification (GDS) should be completed at the next stage in the "definition and design" phase of system development.

2. A "rapid prototyping" approach to OADSS development should be utilized as means of minimizing system development time and ensuring the active participation of end users.

**APPENDIX A**  
**ENTITIES**



PRIMARY KEY OF ENTITY



FOREIGN KEY OF ENTITY



ATTRIBUTE OF ENTITY

Figure A-1. Legend for reading logical record layout.

<b>Monitor Activity Code (MAC)</b>	<b>Originator Reporting Unit Code (ORUC)</b>	<b>Draw Case Signals Code 1 (DCC)</b>	<b>Special Monitor Codes (SPMCD)</b>	<b>Monitor Note Pad (NOTEPAD)</b>	<b>Monitor Comments (MONCOMM)</b>
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**SEP Coordinator Notes (SEPNOTES)**

Figure A-2. Officer monitor entity.

Table of Organization (T/O) Number at PMCC (TO)	T/O Line Number at PMCC (TOLN)	T/O Estimated Date of Departure at PMCC (TOEDD)	Future Table of Organization (FTO)	Future T/O Line Number (FTOLN)	Future T/O Estimated Date of Arrival (FTOEDA)
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T/O English Description (TOENG)	T/O Line Number English Description (TOLNENG)
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Figure A-3. TMR entity.

Card Identification (CARDID)	Monitor Activity Code (MAC)	Billet Officer Description Set Name (BODSNAME)	Sub-Authorization (SUBAUTH)	Staffing Precedence Level (SPL)	Low Grade of Grade Range (LGGR)
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Experience of Low Grade (ELG)	High Grade of Grade Range (HGGR)	Experience of High Grade (EHG)	First Additional MOS (FAMOS)	Second Additional MOS (SAMOS)	Duty Limitation (DUTYLIM)
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Sex Limitation (SEXLIM)	Active Officer (ACTOFF)	Reserve Officer (RESVOFF)	Retired Officer (RETOFF)	Date 1 (DATE1)	Date 2 (DATE2)
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Share Percent (SHPCNT)	Level Number (LVLNUM)	Mobilization Reporting Unit Code
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Figure A-4. OSGM entity.

Monitor Activity Code (MAC)	Card Identification (CARDID)	Naval Aviator Fixed Wing (NAFW)	Naval Aviator Helicopter (NAHE)	Naval Aviator NFO (NANF)	Ground Combat (GDCB)
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Ground Combat Services (GDCS)	Ground Combat Services Support (GDSS)	Air/Ground Combat Services (AGCS)	Air/Ground Combat Services Support (AGSS)
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Figure A-5. MOS type entity.

Mobilization Reporting Unit Code (MOBRUC)	Component Code (COMP)	Duty Status (DUTYST)	Duty Limit Status Code (DULIM)	Combat Casualty Status Code (CASST)	Combat Service Code (CMB)
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Ex-prisoner of War (EXPOW)	Separation Code (SEPCODE)	Military Identification (MID)
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Figure A-6. Mobilization entity.

<b>Advance Monitored Command Code (AMCC)</b>	<b>AMCC Estimated Date of Arrival (AEDA)</b>	<b>Advance GeoLocation Code (AGLC)</b>	<b>AGLC Estimated Date of Arrival (AGLCEDA)</b>
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Figure A-7. Advanced assignment entity.

Special Education Program MOS (SEPMOS)	Additional MOS (AMOS)	Date Last Served in SEP Tour (LSEP)	Type of SEP Training (TSEP)	Billet Sponsor (BILLSPON)	Alpha Grade (ALPHAGR)
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MOS English Description (MOSENG)	SEP GeoLocation Code (SEPGEO)
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Figure A-8. SEP assignment entity.

Military Identification (MID)	Name (LNAME, FNAME, MINITS)	Paygrade (PGRD)	Lineal Control Number (LCN)	Preference of Duty Satisfaction (PDS)	Race (RACE)
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Sex (SEX)	Date of Birth (DOB)	Citizenship Status Code (CIT)	Expiration of Active Service (EAS)	Projected Expiration of Active Service (PEAS)	Contract Legal Agreement (CLA)
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Dependents Geographical Location (DEPLOC)	Acceptance Date of First Commission (D1COMM)	Autovon Telephone Number (AVNUM)	Home Telephone Number (HOMENUM)	Combat Operations Experience (COMBOPS)	Board Assignment Code (BDA)
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Present Grade Date of Rank (DOR)	Preference of Duty (PDU)	Level of Security Clearance (SEC)	Former Monitored Command Code (FMMCC)	Monitored Command Code (MCC)	Marital Status (MARST)
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Primary MOS (PMOS)	Slate Change Flag (SCHG)	Monitor Activity Code (MAC)
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Figure A-9. Marine Officer entity.



Figure A-10. Officer MOS entity.

<b>Marital Status (MARST)</b>	<b>Active Duty Spouse Service Code (SPO SVC)</b>	<b>Spouse Name (SPOUSE)</b>	<b>Name of Child 1 (KID1NAME)</b>	<b>Age of Child 1 (KID1AGE)</b>	<b>Sex of Child 1 (KID1SEX)</b>
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<b>Name of Child 2 (KID2NAME)</b>	<b>Age of Child 2 (KID2AGE)</b>	<b>Sex of Child 2 (KID2SEX)</b>	<b>Name of Child 3 (KID3NAME)</b>	<b>Age of Child 3 (KID3AGE)</b>	<b>Sex of Child 3 (KID3SEX)</b>
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<b>Name of Child 4 (KID4NAME)</b>	<b>Age of Child 4 (KID4AGE)</b>	<b>Sex of Child 4 (KID4SEX)</b>	<b>Name of Child 5 (KID5NAME)</b>	<b>Age of Child 5 (KID5AGE)</b>	<b>Sex of Child 5 (KID5SEX)</b>
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Figure A-11. Dependents entity.

Civilian Degree One (DEGR1)	Civilian Degree Two (DEGR2)	Civilian Degree Three (DEGR3)	Major One (MAJOR1)	Major Two (MAJOR2)	Major Three (MAJOR3)
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College Attended One (COLL1)	College Attended Two (COLL2)	College Attended Three (COLL3)	Year Degree One Earned (DEGYR1)	Year Degree Two Earned (DEGYR2)	Year Degree Three Earned (DEGYR3)
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General Technical Aptitude Classification (GCT)	Language Proficiency (LANG)	Language Aptitude Test (LANST)	Service School Completion Code (SVCCODE)	Civilian Education Certificate Code (CEDL)	Civilian Education Major Subject (EDUCMAJ)
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Training School Obligation Date (TROBL)	Training School Obligation Flag (TROBLFG)
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Figure A-12. Training/education entity.

Former Monitored Command Code (FMMCC)	Last MCC (LMCC)	Former MOS (FMMOS)	Former Geographical Location Code (GLCDCTB)	Date Arrived U.S. Dependents Not Restricted (DAUSDN)	Date Arrived U.S. Dependents Restricted (DAUSR)
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Original Date Arrived U.S. Dependents Restricted (OD AUS)	Last Served in FMF (LFMF)
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Figure A-13. Former assignments entity.

Monitored Command Code (MCC)	Slate Present MCC (SPMCC)	Assigned Billet MOS (ABMOS)	Assigned Billet Grade (ABGRD)	Estimated Date of Departure (EDD)	Deployment Status Code (DSC)
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Deployed Monitored Command Code (DMCC)	Date Current Tour Began (DCTB)	Tour Control Factor (TCF)	Duty MOS (DMOS)	Reporting Unit Code (RUC)	Strength Category Code (SCAT)
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Assignment Availability Date Deployment (DRD)	Active Duty Deployed Time (ADT)	Temporary Authorized Duty Flag (TADFLG)	Rotation Tour Date (RTD)
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Figure A-14. Current assignment entity.

Future Monitored Command Code (FMCC)	Future Assigned Billet MOS (FABMOS)	Future Assigned Billet Grade (FABGRD)	Back to Back Restrictions (BTBR)	Billet Restrictions (BR)	School Eligibility Flag (SSEF)
--------------------------------------	-------------------------------------	---------------------------------------	----------------------------------	--------------------------	--------------------------------

School Selected Flag (SSSF)	Future Date Returned From Deployment (FDRD)	Intermediate MCC Estimated Date of Arrival (IEDA)	Estimated Date of Arrival (EDA)	Future Duty Status (FDTYST)	Future Tour Control Factor (FTCF)
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Future Permanent Change of Station Code (FPCS)	Future Reason for Transfer Code (FRFT)	Future Deployed Monitored Command Code (FDMCC)
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Figure A-15. Future assignment entity.

Duty Involving Flight Operations (DIFOP)	Primary Military Occupational Specialty (PMOS)	Additional Military Occupational Specialty (AMOS)	Active Duty Officer Aviation (ASED)	Operational Flying Base Date (OPBD)	Operational Flying Time (OPFLY)
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Operational Flying Gate One (OPGATE1)	Operational Flying Gate Two (OPGATE2)
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Figure A-16. ACIP entity.

<b>Level of Security Clearance (SEC)</b>	<b>Date of Security Clearance (SECDT)</b>	<b>Type of Security Investigation Code (SECINV)</b>
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Figure A-17. Security entity.

<b>Preference of Duty (PDU)</b>	<b>Interest in Professional Military Education (PMEINT)</b>	<b>Choice for Professional Military Education (PMECHO)</b>	<b>First Duty Preference (PDUTY1)</b>	<b>Second Duty Preference (PDUTY2)</b>	<b>Third Duty Preference (PDUTY3)</b>
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<b>First Geographical Location Preference (PGE01)</b>	<b>Second Geographical Location Preference (PGE02)</b>	<b>Third Geographical Location Preference (PGE03)</b>	<b>Marine Officer Comments (OFFCOMM)</b>
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Figure A-18. Assignment preference entity.

<b>Slate Change Flag (SCHG)</b>	<b>Slate Exception (EXCPTN)</b>	<b>Present Monitored Command Code Flag (PMCCFLG)</b>	<b>Separation Report Flag (SEPFLG)</b>	<b>Orders Type Transaction Code (OTTC)</b>	<b>Orders Release Flag (ORFLG)</b>
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<b>Orders Transaction Date (ORTRDT)</b>	<b>Permanent Change of Station Code (PCSC)</b>	<b>Reason for Transfer Flag (RFTF)</b>	<b>Advance Assignment Flag (AASGNF)</b>	<b>Monitor Activity Code (MAC)</b>
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Figure A-19. Assignment processing entity.

<p>Begin Date (BDATE)</p>	<p>End Date (EDATE)</p>	<p>Military Identification (MID)</p>	<p>Occasion (OCCASION)</p>	<p>Duty Assignment (DUTYASSG)</p>	<p>Number of Months (NUMMNTHS)</p>
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<p>Type of FITREP (TFITREP)</p>
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Figure A-20. FITREP history entity.

**APPENDIX B**  
**DATA DICTIONARY**

DATA DICTIONARY

Name: Advance Assignment Flag

Alias: AASGNF

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Can only be 0, 2 thru 4, or blank.

Description: Code used to release the information on advance assignments such as AMCC, AEDA, AGLC, AGLCEDA, and the FDMCC.

Source: OSF

DATA DICTIONARY

Name: Assigned Billet Grade

Alias: ABGRD

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 will be O or W; position 2 will be numeric.

Description: The billet grade to which the individual officer is assigned at an MCC. Used in conjunction with AMBOS will fix an officer on station to this billet grade during running of OSGM.

Source: OSF

DATA DICTIONARY

Name: Assigned Billet MOS

Alias: ABMOS

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric or asterisk only; asterisk can only be placed in positions 3-4.

Description: The billet MOS to which the individual officer is assigned at an MCC. Used in conjunction with ABGRD, will fix an officer on station to this billet MOS during running the OSGM.

Source: OSF

DATA DICTIONARY

Name: Active Officer

Alias: ACTOFF

Length: 1

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: NMOA

DATA DICTIONARY

Name: Active Duty Deployed Time

Alias: ADT

Length: 3 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric or Blank.

Description: Total time in days deployed while joined chargeable to a FMF unit.

Source: HMF

DATA DICTIONARY

Name: AMCC Estimated Date of Arrival

Alias: AEDA

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM): 00 not acceptable in YY or MM. Blanks or numeric only.

Description: Projected date the officer will arrive at his advance assignment.

Source: OSF

## DATA DICTIONARY

Name: Air-Ground Combat Services

Alias: AGCS

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MHOA

DATA DICTIONARY

Name: Advance Geo-Location Code

Alias: AGLC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: The advanced geographical location projection that was given an officer who is on orders to a Dependents Restricted Tour.

Source: OSF

DATA DICTIONARY

Name: AGLC Estimated Date of Arrival

Alias: AGLCEDA

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or  
MM. Blanks or numeric.

Description: The projected date of arrival for an officer at  
his advanced geo-location.

Source: OSF

## DATA DICTIONARY

Name: Air-Ground Combat Services Support

Alias: AGSS

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MMOA

DATA DICTIONARY

Name: Alpha Grade

Alias: ALFHAGRD

Length: 5

Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified, codes can be CAPT, MAJ, LTCOL, or COL.

Description: Paygrade of a SEP billet.

Source: HONC

DATA DICTIONARY

Name: Advance MCC

Alias: AMCC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Do not allow the letter "O".

Description: Projected advance assignment for an officer  
requiring two assignments in advance.

Source: OSF

DATA DICTIONARY

Name: Additional MOS

Alias: AMOS

Length: 4

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must be a valid MOS.

Description: Denotes marine's skills and qualifications in addition to his Primary MOS.

Source: HMF

DATA DICTIONARY

Name: Additional MOS-PE

Alias: AMOS-PE

Length: 4

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must be a valid MOS.

Description: Denotes marine's skills and qualifications in addition to his Primary MOS.

Source: HMF

DATA DICTIONARY

Name: Active Naval Service Base

Alias: ANSED

Length: 6

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Periods of creditable active Naval and Marine Corp service are recorded on the marine's enlistment contract/application and/or appointment acceptance record.

Source: HMF

DATA DICTIONARY

Name: Active Duty Officer Aviation

Alias: ASED

Length: 6 Data Type: N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Date officer first reports on competent orders to aviation facility in which flight training is received.

Source: HMF

DATA DICTIONARY

Name: AUTOVON Phone Number

Alias: AVNUM

Length: 8 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Number in the form ###-####.

Description: AUTOVON number of the officer's unit.

Source: MNCA

DATA DICTIONARY

Name: Board Assignment Code

Alias: BDA

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Identifies officers who have served on selection boards.

Source: OSF

DATA DICTIONARY

Name: Begin Date

Alias: BDATE

Length: 8 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric of blanks only.

Description: Indicates the start date for the FITREP evaluation period.

Source: HQMC

DATA DICTIONARY

Name: Billet Sponsor

Alias: BILLSPON

Length: 6

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Must agree with Marine Corps Table of  
Organization description in TMR.

Description: Code for sponsor of a SEP billet.

Source: HDMC

DATA DICTIONARY

Name: Billet Officer Description Set Name

Alias: BODSNAME

Length: 9 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Refer to OSGM manual for edit rules.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MROA

## DATA DICTIONARY

Name: Billet Restrictions

Alias: BR

Length: 4

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric or asterisk only; asterisk can only be placed in positions 2-4.

Description: Means by which billet restrictions can be defined for future assignments.

Source: OSF

DATA DICTIONARY

Name: Back to Back Restrictions

Alias: BTBR

Length: 3 Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Means by which assignment restrictions relative to FMOS, AMOS and tour type can be identified.

Source: OSF

DATA DICTIONARY

Name: Current Active Duty Began

Alias: CADED

Length: 6

Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: This date reflects the beginning of the current period of active duty. It is not subject to change as long as the marine is on continuous active duty.

Source: HMF

DATA DICTIONARY

Name: Card Identification

Alias: CARDID

Length: 2

Data Type: A/N

Monitor Updateable: Y

Edit Rules: E1, E2, etc....

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: OSGM

DATA DICTIONARY

Name: Combat Casualty Status Code

Alias: CASST

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: A code representing the combat casualty status of the marine.

Source: HMF

DATA DICTIONARY

Name: Civilian Education Certificate Code

Alias: CEDL

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the certificate awarded upon  
completion of a certain degree of schooling.

Source: HMF

DATA DICTIONARY

Name: Citizenship Status Code

Alias: CIT

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Citizenship status, i.e. US citizen, naturalized citizen of US, Alien, or resident.

Source: HMF

DATA DICTIONARY

Name: Contract Legal Agreement

Alias: CLA

Length: 2 Data Type: A/N

Monitor Updateable: N

Edit Rules: One character code left-justified.

Description: Determined from information on appointment acceptance.

Source: HMF

DATA DICTIONARY

Name: Combat Service Code

Alias: CME

Length: 2 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents whether an individual has participated in combat against enemy forces and in what theater and/or war, branch independent.

Source: HMF

DATA DICTIONARY

Name: College Attended One

Alias: COLL1

Length: 40

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: College where first degree in civilian education  
was earned.

Source: MHOA

DATA DICTIONARY

Name: College Attended Two

Alias: COLL2

Length: 40

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: College where second degree in civilian education  
was earned.

Source: MMUA

DATA DICTIONARY

Name: College Attended Three

Alias: COLL3

Length: 40

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: College where third degree in civilian education  
was earned.

Source: MMOA

DATA DICTIONARY

Name: Combat Operations

Alias: COMBOFS

Length: 3

Data Type: A

Monitor Updateable: Y

Edit Rules: V, B, or G only.

Description: Identifies location of officer's participation in combat operations. V = Vietnam, B = Beirut, and G = Grenada.

Source: MNOA

DATA DICTIONARY

Name: Component Code

Alias: COMP

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules: A two position code (left-justified in a 3 position field).

Description: Identifies branch of service and also indicates reserve or retired status.

Source: HM1F

DATA DICTIONARY

Name: Date 1

Alias: DATE1

Length: 1

Data Type: A

Monitor Updateable: Y

Edit Rules: Y = yes and N = no.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMOR

DATA DICTIONARY

Name: Date 2

Alias: DATE2

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: Y = yes and N = no.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMQA

DATA DICTIONARY

Name: Date Arrived Dependents

Alias: DAUSDN

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Contains the control date a marine last returned from an overseas assignment where dependents were not restricted.

Source: HMF

DATA DICTIONARY

Name: Date Arrived Dependents

Alias: DAUSDR

Length:

6

Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Control date for the last unaccompanied overseas tour. Requirements are that the marine has served an overseas assignment and that dependents were restricted from the duty station.

Source: HMF

DATA DICTIONARY

Name: Draw Case Signals Code 1

Alias: DCC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: A code used by officer and enlisted monitors to give key information on marines. These codes are held by the various monitors and are not for publication.

Source: HMF

DATA DICTIONARY

Name: Date Current Tour Began

Alias: DCTB

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Normally the commencement date of the current tour at a marine's present monitored command. Upon processing a join into another monitored command, the computer automatically assigns date.

Source: HMF

DATA DICTIONARY

Name: Civilian Degree One

Alias: DEGR1

Length: 3 Data Type: A

Monitor Updateable: Y

Edit Rules: AA, BA, BS, MA, MS, PhD, JD, or EDD.

Description: First degree earned in civilian education.

Source: NMOR

DATA DICTIONARY

Name: Civilian Degree Two

Alias: DEGR2

Length: 3 Data Type: A

Monitor Updateable: Y

Edit Rules: AA, BA, BS, MA, MS, PhD, JD, or EDD.

Description: Second degree earned in civilian education.

Source: M10A

DATA DICTIONARY

Name: Civilian Degree Three

Alias: DEGR3

Length: 3 Data Type: A

Monitor Updateable: Y

Edit Rules: AA, BA, BS, NA, MS, PhD, JD, or EDD.

Description: Third degree earned in civilian education.

Source: MMDA

DATA DICTIONARY

Name: Year Degree One Earned

Alias: DEGYR1

Length: 2

Data Type: N

Monitor Updateable: Y

Edit Rules: YY format.

Description: Year first civilian education degree was earned.

Source: MHOA

DATA DICTIONARY

Name: Year Degree Two Earned

Alias: DEGYR2

Length: 2

Data Type: N

Monitor Updateable: Y

Edit Rules: YY format.

Description: Year second civilian education degree was earned.

Source: MNOA

DATA DICTIONARY

Name: Year Degree Three Earned

Alias: DEGYR3

Length: 2 Data Type: N

Monitor Updateable: Y

Edit Rules: YY format.

Description: Year third civilian education degree was earned.

Source: MNDA

## DATA DICTIONARY

Name: Dependent Geographical Location

Alias: DEFLOC

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies the geographic area that a marine's dependents were entitled to travel to at government expense, or location for dependents acquired by marriage, adoption, or other action.

Source: HMF

DATA DICTIONARY

Name: Duty Involving Flight Operations

Alias: DIFOP

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: Can only be a "Y" or blank.

Description: Identifies officers who are assigned billets that involve flight operations.

Source: OSF

DATA DICTIONARY

Name: Deployment Monitored Command Code

Alias: DMCC

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies a battalion, squadron, blt., etc., that has been designated as a specific deployment unit. The DMCC remains as a unique unit identifier for the duration of the deployment.

Source: HMF

DATA DICTIONARY

Name: Duty MOS

Alias: DMOS

Length: 4

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must be a valid MOS.

Description: MOS duty of current assignment.

Source: HMF

DATA DICTIONARY

Name: Date of Birth

Alias: DOB

Length: 6

Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY,  
MM, or DD.

Description: Date of birth, which must match corresponding  
DOB, SSN, and NAME in SS administrative files.

Source: HMF

DATA DICTIONARY

Name: Present Grade Date Rank

Alias: DOR

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: The date of rank for the marine's present grade as established for precedence.

Source: HMF

DATA DICTIONARY

Name: Assignment Availability Date Deployment

Alias: DRD

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: This element establishes the date that a given deployment status will expire. This element must be present in the record whenever deployment status is present.

Source: HMF

DATA DICTIONARY

Name: Deployment Status Code

Alias: DSC

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies the deployment status of an individual through the use of a set of unique codes.

Source: HMF

DATA DICTIONARY

Name: Duty Limit Status Code

Alias: DULIM

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: A one character code to describe duty limitation status.

Source: HMF

DATA DICTIONARY

Name: Duty Assignment

Alias: DUTYASSG

Length: 20

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must correspond to a valid duty assignment at a MCC.

Description: Presents an "English" description of the type of duty that an officer is serving at a MCC.

Source: HOMC

DATA DICTIONARY

Name: Duty Limitation

Alias: DUTYLIM

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: U = unrestricted, L = LDO, and \* = all

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMOA

DATA DICTIONARY

Name: Duty Status

Alias: DUTYST

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: A code representing the duty status of the marine  
MMS manual.

Source: HMF

DATA DICTIONARY

Name: Expiration Active Service

Alias: EAS

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: This reflects the date on which active service terminates. For regular enlistment personnel, EAS is the date of expiration of current enlistment or voluntary extension of enlistment.

Source: HMF

DATA DICTIONARY

Name: Estimated Date of Arrival at FMCC

Alias: EDA

Length: 6 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: The estimated date that an officer will reach his future command.

Source: OSF

DATA DICTIONARY

Name: End Date

Alias: EDATE

Length: 6

Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Indicates end date for the FITREP evaluation period.

Source: HDMC

DATA DICTIONARY

Name: Estimated Date of Departure

Alias: EDD

Length: 6 Data Type: A/N  
Monitor Updateable: Y

Edit Rules: Numeric date (YYMMDD); 00 not acceptable in YY,  
MM, or DD. Data may only be blank or numeric.

Description: The estimated date an officer will be leaving his  
present command.

Source: OSF

DATA DICTIONARY

Name: Civilian Education Major Subject

Alias: EDUCMAJ

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the subject studied at high school level or above.

Source: HMF

DATA DICTIONARY

Name: Experience of High Grade

Alias: EHG

Length: 1 Data Type: A,  
Monitor Updateable: Y

Edit Rules: E = experience, N = no experience.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMDA

DATA DICTIONARY

Name: Experience of Low Grade

Alias: ELG

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: E = experience, N = no experience.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MIDDs

DATA DICTIONARY

Name: Slate Exception

Alias: EXCPTN

Length: 1 Data Type: A  
Monitor Updateable: Y

Edit Rules:

Description: Code used to identify slate exceptions that are made during a slating period.

Source: OSF

DATA DICTIONARY

Name: Ex-Prisoner of War

Alias: EXPOW

Length: 2 Data Type: A/N

Monitor Updateable: N

Edit Rules: One position code left-justified in a two position field.

Description: This code indicates whether the marine was ever a prisoner of war in combat actions of the AF, and the area where held a prisoner.

Source: HMF

DATA DICTIONARY

Name: Future Assigned Billet Grade

Alias: FABGRD

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 will be O or W; position 2 will be numeric.

Description: Means by which the billet paygrade for a future assignment is reflected. Used in conjunction with FABMOS. will fix an officer to this billet during running of OSGM.

Source: OSF

DATA DICTIONARY

Name: Future Assigned Billet MOS

Alias: FABMOS

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric or asterisk only; asterisk can only be placed in positions 2-4.

Description: Means by which the billet MOS for a future assignment is reflected. Used in conjunction FABGRD, will fix an officer to this billet MOS during running of OSGM.

Source: OSF

DATA DICTIONARY

Name: First Additional MOS

Alias: FAMOS

Length: 4

Data Type: A/N

Monitor Updateable: Y

Edit Rules: ABCD, ABC\*, AB\*\*, A\*\*\*, or \*\*\*\* only

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMOR

DATA DICTIONARY

Name: Future Deployed MCC

Alias: FDMCC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 can be only V.

Description: Reflects the advance assignment of an officer to  
a deployment monitored command code.

Source: OSF

DATA DICTIONARY

Name: Future Date Returned from Deployment

Alias: FDRD

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or MM. Blanks or numeric only.

Description: Identifies the date an officer will return from a scheduled upcoming deployment.

Source: DSF

DATA DICTIONARY

Name: Future Duty Status

Alias: FDTYST

Length: 1

Data Type: AN

Monitor Updateable: Y

Edit Rules:

Description: Identifies the future duty status the officer will be in. Full duty status is primarily the code entered.

Source: OSF

DATA DICTIONARY

Name: Future MCC

Alias: FMCC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Do not allow the letter "O"

Description: The projected future assignment for the officer.

Source: OSF

DATA DICTIONARY

Name: Former Monitored Command

Alias: FMMCC

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identical to present MCC except this element reflects the previous command.

Source: HNF

DATA DICTIONARY

Name: Former MOS

Alias: FMMOS

Length: 4

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Post to record only when monitor code is "0".  
Blanks or numeric only.

Description: Required to maintain visibility of officers who  
have been assigned more than three MOS's.  
Primarily applies to all officers promoted to  
Colonel.

Source: OSF

DATA DICTIONARY

Name: Future Permanent Change of Station

Alias: FFCS

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 can only be alpha (A, O, R thru U);  
position 2 can only be alphanumeric (A thru N, R,  
Z, or 9).

Description: Means by which the different types of PCS moves  
can be tracked. Primarily used for budgeting.

Source: OSF

DATA DICTIONARY

Name: Future Reason for Transfer Code

Alias: FRFT

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Can only be 1 thru 7 or blank.

Description: Means by which the specific reason the officer was transferred can be identified.

Source: OBF

DATA DICTIONARY

Name: Future Tour Control Factor

Alias: FTCF

Length: 2

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Blank or numeric only.

Description: Reflects the estimated length of time an officer will spend at his future assignment.

Source: OSF

DATA DICTIONARY

Name: Future Table of Organization

Alias: FTO

Length: 5 Data Type: A/N  
Monitor Updateable: Y

Edit Rules: Positions 1-4 are numeric; position 5 is alpha or blank.

Description: Identifies an officer's future assignment to a T/O within a MCC.

Source: OSF

DATA DICTIONARY

Name: Future T/O Estimated Date of Arrival

Alias: FTOEDA

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or MM. Numeric or blanks only.

Description: The projected date an officer assigned a specific T/O billet within a MCC will arrive.

Source: OSF

DATA DICTIONARY

Name: Future T/O Line Number

Alias: FTOLN

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Identifies an officer's future assignment to a particular line number within a MCC. Used in conjunction with FTO.

Source: DSF

DATA DICTIONARY

Name: General Technical Aptitude Classification Test

Alias: GCT

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: The general technical (GT) aptitude area score is computed from the verbal and arithmetic reasoning test scores from the classification test battery given at the recruit depots.

Source: HMF

DATA DICTIONARY

Name: Ground Combat

Alias: GDCB

Length: 1

Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MHOA

## DATA DICTIONARY

Name: Ground Combat Services

Alias: GDCS

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MM06

DATA DICTIONARY

Name: Ground Combat Services Support

Alias: GDSS

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MROA

DATA DICTIONARY

Name: Former Geographical Location Code

Alias: GLCDCTB

Length: 4 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or  
MM. Numeric or blanks only.

Description: This date represents when the previous  
geographical tour was begun.

Source: HMF

DATA DICTIONARY

Name: High Grade of Grade Range

Alias: HGGR

Length: 2

Data Type: A/N

Monitor Updateable: Y

Edit Rules: 02, 03, 04, 05, 06, 07, or W0.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MNDG

DATA DICTIONARY

Name: Home Phone Number

Alias: HOMENUM

Length: 12

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Number in the form ###-###-####

Description: Home phone number of the officer.

Source: MNOA

DATA DICTIONARY

Name: IMCC Estimated Date of Arrival

Alias: IEDA

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or MM. Numeric or blanks only.

Description: The estimated date an officer will arrive at his enroute school or training.

Source: OSF

DATA DICTIONARY

Name: Intermediate MCC

Alias: IMCC

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Do not allow the letter "O".

Description: Reflects any school, or training the officer may receive enroute to his next duty station.

Source: OSF

DATA DICTIONARY

Name: Intended MOS

Alias: IMOS

Length: 5 Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Identifies the primary or additional MOS the officer will receive when he/she becomes qualified. IMOS is also an MMS data element; as such, unit diary entries should be made to assign IMOS's, either primary or additional.

Source: OSF

DATA DICTIONARY

Name: Age of Child One

Alias: KID1AGE

Length: 2

Data Type: N

Monitor Updateable: Y

Edit Rules: Right adjusted.

Description: Age of child specified in KID1NAME.

Source: NMCA

DATA DICTIONARY

Name: Name of Child One

Alias: KID1NAME

Length: 15 Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified.

Description: First name of child one.

Source: MNDA

DATA DICTIONARY

Name: Sex of Child One

Alias: KID1SEX

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: N or F only.

Description: Sex of child specified in KID1NAME.

Source: MNU-

DATA DICTIONARY

Name: Age of Child Two

Alias: KID2AGE

Length: 2 Data Type: N

Monitor Updateable: Y

Edit Rules: Right adjusted.

Description: Age of child specified in KID2NAME.

Source: MMCA

DATA DICTIONARY

Name: Name of Child Two

Alias: KID2NAME

Length: 15

Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified.

Description: First name of child two.

Source: MNDA

DATA DICTIONARY

Name: Sex of Child Two

Alias: KID2SEX

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: M or F only.

Description: Sex of child specified in KID2NAME.

Source: MN04

DATA DICTIONARY

Name: Age of Child Three

Alias: KID3AGE

Length: 2 Data Type: N

Monitor Updateable: Y

Edit Rules: Right adjusted.

Description: Age of child specified in KID3NAME.

Source: MNOR

DATA DICTIONARY

Name: Name of Child Three

Alias: KID3NAME

Length: 15 Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified.

Description: First name of child three.

Source: M104

DATA DICTIONARY

Name: Sex of Child Three

Alias: KID3SEX

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: M or F only.

Description: Sex of child specified in KID3NAME.

Source: MNDA

DATA DICTIONARY

Name: Age of Child Four

Alias: KID4AGE

Length: 2 Data Type: N

Monitor Updateable: Y

Edit Rules: Right adjusted.

Description: Age of child specified in KID4NAME.

Source: MNOR

DATA DICTIONARY

Name: Name of Child Four

Alias: KID4NAME

Length: 15

Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified.

Description: First name of child four.

Source: MNOW

DATA DICTIONARY

Name: Sex of Child Four

Alias: KID4SEX

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: M or F only.

Description: Sex of child specified in KID4NAME.

Source: MNOR

DATA DICTIONARY

Name: Name of Child Five

Alias: KIDSNAME

Length: 15

Data Type: A

Monitor Updateable: Y

Edit Rules: Left justified.

Description: First name of child five.

Source: MICH

DATA DICTIONARY

Name: Sex of Child Five

Alias: KID5SEX

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules: M or F only.

Description: Sex of child specified in KID5NAME.

Source: NMCIA

DATA DICTIONARY

Name: First Foreign Language Code

Alias: LANG 1

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the foreign language the marine is most proficient at.

Source: HMF

DATA DICTIONARY

Name: Second Foreign Language Code

Alias: LANG 2

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the second foreign language the marine is proficient at.

Source: HMF

DATA DICTIONARY

Name: Last Served in FMF

Alias: LFMF

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date: 00 not acceptable. Data may be blank or numeric only.

Description: The date an officer last served in the Fleet Marine Force (FMF). Required in order to establish a general queue by year for officers to return to FMF duty.

Source: OSF

DATA DICTIONARY

Name: Low Grade of Grade Range

Alias: LGGR

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: 02, 03, 04, 05, 06, 07, or W0.

Description: Data element field specification on E1 control cards of the OSEM Dictionary.

Source: MM0A

DATA DICTIONARY

Name: Last Monitored Command Code

Alias: LMCC

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies the Monitored Command Code to which a marine was assigned prior to his former MCC.

Source: HMF

DATA DICTIONARY

Name: Lineal Control Number

Alias: LNFRES

Length: 8 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Lineal control number for present grade.

Source: HMF

DATA DICTIONARY

Name: Date Last Served in SEP Tour

Alias: LSEF

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date; 00 not acceptable. Data may be blank or numeric only.

Description: The date an officer last served in a SEP utilization tour. Used by the SEP monitor to establish a queue for second SEP tours.

Source: OSF

DATA DICTIONARY

Name: Level Number

Alias: LVLNUM

Length: 1 Data Type: N

Monitor Updateable: Y

Edit Rules: Integer from 1 to 5.

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MMDA

DATA DICTIONARY

Name: Monitor Activity Code

Alias: MAC

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Must be a valid officer monitor code.

Description: The code that designates which officer monitor at HDMC is responsible for assigning a Marine Corps officer. Can refer to an individual monitor or a combination of monitor/assignment section.

Source: OSF

DATA DICTIONARY

Name: Major One

Alias: MAJOR1

Length: 30

Data Type: A

Monitor Updateable: Y

Edst Rules:

Description: Major emphasis of first degree earned in civilian education.

Source: MMOR

DATA DICTIONARY

Name: Major Two

Alias: MAJOR2

Length: 30

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: Major emphasis of second degree earned in  
civilian education.

Source: MMDA

DATA DICTIONARY

Name: Major Three

Alias: MAJOR3

Length: 30

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: Major emphasis of third degree earned in civilian education.

Source: MMQA

DATA DICTIONARY

Name: Marital Status

Alias: MARST

Length: 1 Data Type: A

Monitor Updateable: N

Edit Rules:

Description: A one character code showing if the marine is married.

Source: HMF

DATA DICTIONARY

Name: Present Monitored Command Code

Alias: MCC

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the command level to which personnel are assigned by HQMC.

Source: HMF

## DATA DICTIONARY

Name: Military Identification

Alias: MID

Length: 10

Data Type: N

Monitor Updateable: N

Edit Rules: For positions 2-10: 2-4, 5-6, and 7-10 cannot be all blanks or zeros; 2-4 cannot be in range 628-699 or greater than 728. Position 1 must be one of the following: T, U, N, O, V, or R.

Description: Comprised of the individual's Social Security Number (SSN) preceded by a code designating membership in the Army (T), Air Force (U), Navy (N), Marines (O), Coast Guard (V), or as military personnel of another country (R).

Source: HMF

DATA DICTIONARY

Name: Mobilization Reporting Unit Code

Alias: MOBRUC

Length: 5 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies the reserve RUC to which a reserve or  
inspector-instructor marine is attached.

Source: HM1F

DATA DICTIONARY

Name: Monitor Comments

Alias: MONCOMM

Length: 240

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Comments from a MMDA monitor concerning a  
"constituent" officer.

Source: MMDA

DATA DICTIONARY

Name: MOS English Description

Alias: MOSENG

Length: 40

Data Type: A

Monitor Updateable: Y

Edit Rules: Must be an appropriate title for one of the 26  
valid 96XX MOS's.

Description: Title for MOS of a SEF billet.

Source: HDMC

DATA DICTIONARY

Name: Naval Aviator Fixed Wing

Alias: NAFW

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MMOA

## DATA DICTIONARY

Name: Naval Aviator Helicopter

Alias: NAHE

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MMDA

## DATA DICTIONARY

Name: Name

Alias: NAME

Length: 32

Data Type: A

Monitor Updateable: N

Edit Rules:

Description: Identifies a marine by full name. Group consisting of last name, first name, and middle initial.

Source: HMF

## DATA DICTIONARY

Name: Naval Aviator NFO

Alias: NANF

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: If billet MOS field on D1, E1, or E2 card is blank, any non-blank character makes it legal.

Description: Data element field specification on E1 and E2 control cards of the OSGM Dictionary.

Source: MMOA

DATA DICTIONARY

Name: Monitor Note Pad

Alias: NOTES

Length: 264

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: A free form note pad used to enter assignment  
unique information. Comprised of NOTES1 and  
NOTES2 data elements.

Source: OSF

DATA DICTIONARY

Name: Number Dependents

Alias: NUMDEFS

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: The number of dependents claimed by an individual requiring transportation at government expense during a permanent change of station move.

Source: HMF

DATA DICTIONARY

Name: Number of Months

Alias: NUMMNTHS

Length: 2 Data Type: N

Monitor Updateable: N

Edit Rules: Must be a valid indicator of number of months included in the evaluation period; usually does not exceed 12 months.

Description: Indicates the number of months covered by the FITREF evaluation.

Source: HQMC

DATA DICTIONARY

Name: Occasion

Alias: OCCASION

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must be valid Occasion Code for FITREP reporting procedures.

Description: Indicates the occasion for the FITREP submitted (e.g., transfer to a new command).

Source: HONC

DATA DICTIONARY

Name: Original Date Arrived U.S. Dependents Restricted

Alias: ODAUS

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Must be a numeric date in YYYY format. YY or MM field cannot be 00. May be left blank if information not available.

Description: Date returned to U.S. after serving an overseas unaccompanied tour. Used to index an officer's position in the overseas "queue" prior to completion of his scheduled tour.

Source: OSF

DATA DICTIONARY

Name: Officer Comments

Alias: OFFCOMM

Length: 240

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Comments from the officer to be assigned.

Source: MNOA

DATA DICTIONARY

Name: Operational Flying Base Date

Alias: OPBD

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 is not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: The date an individual first reports on competent orders to the aviation facility having aircraft in which the marine will receive his flight training.

Source: HNF

DATA DICTIONARY

Name: Operational Flying Time

Alias: OFFLY

Length: 5 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: The amount of time aeronautical designated personnel have accumulated during assignments in which basic flying skills are maintained.

Source: HIF

DATA DICTIONARY

Name: Operational Flying Gate

Alias: OFGATE 1

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Indicates whether an individual has passed his/her 12th year gate.

Source: HMF

DATA DICTIONARY

Name: Operational Flying Gate

Alias: OFGATE 2

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Indicates whether an individual has passed his/her 18th year gate.

Source: HHS

DATA DICTIONARY

Name: Orders Release Flag

Alias: ORFLG

Length: 1

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Means by which the orders release process is initiated. The entered code reflects whether the orders were released by message or by the Automated Orders Writing Process (AWOP).

Source: OSF

DATA DICTIONARY

Name: Orders Transaction Date

Alias: ORTRDT

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD): 00 not acceptable in YY,  
MM, or DD. Numeric or blanks only.

Description: Date last transaction dealing with orders  
processed at the central site.

Source: HMF

DATA DICTIONARY

Name: Originator RUC

Alias: ORUC

Length: 5

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Positions 1-3 can only be 548. Blanks or numeric only.

Description: The reporting unit code that is assigned to an individual or group of monitors. Means by which the orders process is initiated.

Source: OSF

DATA DICTIONARY

Name: Active Duty Officer Service Base Date

Alias: OSD

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD): 00 is not acceptable in  
YY,MM, or DD. Numeric or blanks only.

Description: The date of acceptance of appointment as an  
officer.

Source: HIF

DATA DICTIONARY

Name: Orders Type Transaction Code

Alias: OTTC

Length: 3 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Can only be 010 thru 012, or 016 or blank.

Description: Reflects the status of the orders, and whether they are original, have been modified, or have been cancelled.

Source: OSF

DATA DICTIONARY

Name: Permanent Change of Station Code

Alias: FCSC

Length: 2 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: This code is used for HQMC accounting purposes to further define the reason for transfer (RFT) code and to associate permanent change of station costs for an individual marine.

Source: HMF

DATA DICTIONARY

Name: Preference of Duty Satisfaction

Alias: PDS

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Blank or numeric only.

Description: Means to identify which of an individual  
officer's duty preferences was satisfied.

Source: OSF

DATA DICTIONARY

Name: Preference of Duty

Alias: PDU

Length: 3 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents an individual's preference (1st choice) for future duty.

Source: HMF

DATA DICTIONARY

Name: First Duty Preference

Alias: FDUTY1

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's first choice for assignment.

Source: MND4

DATA DICTIONARY

Name: Second Duty Preference

Alias: PDUTY2

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's second choice for assignment.

Source: MNOA

DATA DICTIONARY

Name: Third Duty Preference

Alias: FDUTY3

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's third choice for assignment.

Source: N10A

DATA DICTIONARY

Name: Projected Expiration of Active Service

Alias: PEAS

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Normally a numeric date (YYMM); if numeric, 00  
not acceptable in YY or MM.

Description: Records the projected expiration of active  
service dates. Needed to reflect the EAS changes  
that have not yet been posted in the MMS system.

Source: OSF

DATA DICTIONARY

Name: First Geographical Preference

Alias: FGEO1

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's first choice for geographical location.

Sources: MNDIA

DATA DICTIONARY

Name: Second Geographical Preference

Alias: PGEO2

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's second choice for geographical location.

Source: MI10A

DATA DICTIONARY

Name: Third Geographical Preference

Alias: FGE03

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Officer's third choice for geographical location.

Source: MHOA

DATA DICTIONARY

Name: Present Grade

Alias: FGRD

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules: The first two positions contain the actual pay grade.

Description:

Source: HRIF

DATA DICTIONARY

Name: Present Monitor Command Code Flag

Alias: FMCCFLG

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the status of FCS orders for a marine.

Source: Hllf

DATA DICTIONARY

Name: FME Choice

Alias: FMECHO

Length: 40

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Choice for Professional Military Education (PME)  
assignment.

Source: MMOR

DATA DICTIONARY

Name: PME Interest

Alias: PMEINT

Length: 1

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Y or N only.

Description: Indicates interest in Professional Military Education (PME) assignment.

Source: NMOR

DATA DICTIONARY

Name: Primary Military Occupational Specialty

Alias: PMOS

Length:

4

Data Type: A/N

Monitor Updateable: N

Edit Rules: Must be valid MOS.

Description: Denotes the marine's skills and qualifications.

Source: HMF

DATA DICTIONARY

Name: Race Code

Alias: RACE

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: A division of mankind possessing common traits or features that are transmissible by descent, sufficient to characterize it as a distinct human type.

Source: HMF

DATA DICTIONARY

Name: Reserve Officer

Alias: RESVOFF

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Data element field specification on E1 control cards of the USGM Dictionary.

Source: MMQA

DATA DICTIONARY

Name: Retired Officer

Alias: RETOFF

Length: 1

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MNDA

DATA DICTIONARY

Name: Transfer Reason Flag

Alias: RFTF

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: The reason for transfer flag reflects the status of HO PCS orders.

Source: HIF

DATA DICTIONARY

Name: Present Reporting Unit Code

Alias: RUC

Length: 5

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the unit, activity, or subunit to which the individual is assigned for reporting purposes.

Source: HMF

DATA DICTIONARY

Name: Second Additional MOS

Alias: SAMOS

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: ABCD, ABC\*, AB\*\*, A\*\*\*, or \*\*\*\* only

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MNUA

DATA DICTIONARY

Name: Strength Category Code

Alias: SCAT

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Describes the type or nature of the individual's service within a unit.

Source: HMF

DATA DICTIONARY

Name: Published Slate Change Flag

Alias: SCHG

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Blank or numeric only.

Description: One digit code used to indicate whether the officer's assignment has been briefed, is awaiting brief or has been briefed and subsequently changed requiring it to be briefed again.

Source: OSF

DATA DICTIONARY

Name: Level Security Clearance Held

Alias: SEC

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: The level of security clearance held.

Source: HNF

DATA DICTIONARY

Name: Security Clearance Completion Date

Alias: SECDT

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 is not acceptable in  
YY, MM, or DD. Numeric or blanks only.

Description: The date of completion of a security  
investigation.

Source: HMF

DATA DICTIONARY

Name: Type Security Investigation Code

Alias: SECINV

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the type of security investigation conducted for issuance of a security clearance.

Source: HMF

DATA DICTIONARY

Name: Separation Code

Alias: SEPCODE

Length: 4

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Reflects the reason for separation of the individual from the NC.

Source: HMF

DATA DICTIONARY

Name: Separation Report Flag

Alias: SEPFLG

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Determines whether the individual should be included in the monthly separation report.

Source: HMF

DATA DICTIONARY

Name: SEP Geolocation Code

Alias: SEPGEO

Length: 2 Data Type: A

Monitor Updateable: Y

Edit Rules: Must be a valid SEP geolocation code.

Description: Designates the geographical location of a SEP  
billet.

Source: MINOR

DATA DICTIONARY

Name: SEP Billet MOS

Alias: SEPMOS

Length: 4 Data Type: N

Monitor Updateable: Y

Edit Rules: Must be one of the 26 valid 96XX MOS's.

Description: MOS of a SEP billet.

Source: MMDA

DATA DICTIONARY

Name: SEP Monitor Notes

Alias: SEPNOTES

Length:

Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Notes used by the SEP monitor to help with assignments.

Source: MFCW

DATA DICTIONARY

Name: Sex

Alias: SEX

Length: 1

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Sex of officer.

Source: HMF

DATA DICTIONARY

Name: Sex Limitation

Alias: SEXLIM

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: N = male, F = female, and \* = all

Description: Data element field specification on E1 control cards of the OSGM Dictionary.

Source: MNOA

DATA DICTIONARY

Name: Share Percent

Alias: SHPCNT

Length: 2 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Blank indicates 50%, or integer from 1 to 99  
indicates percentage.

Description: Data element field specification on ES control  
cards of the OSGM Dictionary.

Source: MMDA

DATA DICTIONARY

Name: Staffing Precedence Level

Alias: SPL

Length: 1 Data Type: N

Monitor Updateable: Y

Edit Rules: 1, 2, 3, 4, or 5 only.

Description: Data element field specification on E2 control cards of the OSGM Dictionary.

Source: MMGA

DATA DICTIONARY

Name: Slate Present Monitored Command Code

Alias: SPMCC

Length: 3 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 can only be Z, S, O, or P, do not allow the letter U.

Description: The monitored command code (MCC) to which the officer is presently assigned on the officer slate file.

Source: OSF

DATA DICTIONARY

Name: Special Monitor Code

Alias: SFMCD

Length: 3

Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1 can only be numeric or blank.

Description: Three digit code used to identify assignment unique information. The first digit identifies promotion zone opportunity and the last digit is reserved to identify joint, external and other one for one billets.

Source: OSF

DATA DICTIONARY

Name: Active Duty Spouse

Alias: SPOSVC

Length: 1 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Indicates the service in which a marine's spouse  
is serving.

Source: HMIF

DATA DICTIONARY

Name: First Name of Spouse

Alias: SPOUSE

Length: 15

Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: First name of marine's spouse.

Source: MHOA

DATA DICTIONARY

Name: School Eligibility Flag

Alias: SSEF

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: Means by which an officer's eligibility for Professional Military Education (PME) can be identified.

Source: OSF

DATA DICTIONARY

Name: School Selected Flag

Alias: SSSF

Length: 1 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Blank or numeric only.

Description: Means by which an officer selected to attend FIE  
can be identified.

Source: OSF

DATA DICTIONARY

Name: Sub-authorization

Alias: SUBAUTH

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Refer to page B-12 of the OSGM Users Manual.

Description: Data element field specification on E2 control cards of the OSGM Dictionary.

Source: NNUA

DATA DICTIONARY

Name: Service School Completion Code

Alias: SVCCODE

Length: 3

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Identifies the formal schools completed,  
attended, or currently enrolled in.

Source: HMF

DATA DICTIONARY

Name: Present Tour Control Factor

Alias: TCF

Length: 2

Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Represents the number of months authorized as a normal tour of duty for an individual at his present MCC.

Source: HNF

DATA DICTIONARY

Name: Type of FITREP

Alias: TFITREP

Length: 1 Data Type: A  
Monitor Updateable: N

Edit Rules: Must be valid code for FITREP type.

Description: Indicates why a FITREP was submitted for a given evaluation period.

Source: HDMC

DATA DICTIONARY

Name: Table of Organization at PMCC

Alias: TO

Length: 5 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Position 1-4 is numeric; position 5 is alpha or blank.

Description: Identifies individual officers assigned to Tables of Organization within a MCC. Example, HONC.

Source: USF

## DATA DICTIONARY

Name: T/O Estimated Date of Departure from PMCC

Alias: TOEDD

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules: Numeric date (YYMM); 00 not acceptable in YY or MM. Data may be numeric or blank only.

Description: Reflects estimated date an officer will be reassigned from a specific billet to another within the same MCC. For example, a split tour.

Source: USF

DATA DICTIONARY

Name: TO English Description

Alias: TOENG

Length: 50

Data Type: A

Monitor Updateable: Y

Edit Rules: Must agree with Marine Corps Table of  
Organization description.

Description: Title for MC designated Table of Organization  
Code.

Source: HONC

DATA DICTIONARY

Name: T/O Line Number at PMCC

Alias: TOLN

Length: 4 Data Type: A/N

Monitor Updateable: Y

Edit Rules:

Description: Identifies individual officers assigned to specific line numbers within the Tables of Organization. Used in conjunction with (TO).

Source: OSF

DATA DICTIONARY

Name: TOLN English Description

Alias: TOLNENG

Length: 25 Data Type: A  
Monitor Updateable: Y

Edit Rules: Must agree with Marine Corps Table of  
Organization description.

Description: Title for the designated Table of Organization  
line number.

Source: HCNC

DATA DICTIONARY

Name: Training School Obligation Date

Alias: TROEL

Length: 6 Data Type: A/N

Monitor Updateable: N

Edit Rules: Numeric date (YYMMDD); 00 is not acceptable in YY, MM, or DD. Numeric or blanks only.

Description: Establishes the termination date (pay-back date) of military obligation associated with personnel who participated in MC sponsored education or training in excess of 20 weeks.

Source: HMF

DATA DICTIONARY

Name: Training School Obligation Flag

Alias: TROBLFG

Length: 1 Data Type: A  
Monitor Updateable: N

Edit Rules:

Description: The obligation status of officers & enlisted personnel who have or are participating in a formal school or training in excess of 20 weeks.

Source: HRIF

DATA DICTIONARY

Name: Type of SEP Training

Alias: TSEF

Length: 1 Data Type: A

Monitor Updateable: Y

Edit Rules:

Description: Reflects the type of special education training given to individual officers.

Source: OSF

DATA DICTIONARY

Name: Civilian Education Years Completed

Alias: YRSEDUC

Length: 2 Data Type: A/N

Monitor Updateable: N

Edit Rules:

Description: Indicates the highest number of years of creditable schooling successfully completed by an individual.

Source: HMF

**APPENDIX C**  
**DATA ELEMENTS ORGANIZED BY ENTITY**

Officer Monitor Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Monitor Activity Code Originator Reporting Unit Code	SS	E	MMOA	VDT	1	MMOA	AN
Draw Case Signals Code 1	DI,DO	E	HMF	SYS	3	MMOA	AN
Special Monitor Codes	DI	E	MMOA	VDT	3	MMOA	AN
Monitor Note Pad	DI	E	MMOA	VDT	3	MMOA	AN
Monitor Comments	DI	N	MMOA	VDT	3	MMOA	AN
SEP Monitor Notes	DI	N	MMOA	VDT	3	MMOA	AN

TMR Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Table of Organization (T/O) Number at PMCC	DI,DO	E	MMOA	VDT	2	HQMC	AN
T/O Line Number at PMCC	DI,DO	E	MMOA	VDT	2	HQMC	AN
T/O Estimated Date of Departure at PMCC	DI,DO	E	MMOA	VDT	2	HQMC	AN
Future T/O	DO	E	MMOA	VDT	2	MMOA	AN
Future T/O Line Number	DO	E	MMOA	VDT	2	MMOA	AN
Future T/O Estimated Date of Arrival	DO	E	MMOA	VDT	2	MMOA	AN
T/O English Description	SS	E	TMR	ET	1	HQMC	AN
T/O Line Number English Description	SS	E	TMR	ET	1	HQMC	AN

OSGM Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Card Identification	SS	E	OSGM	ET	1	MMOA	QU
Monitor Activity Code	SS	E	MMOA	VDT	2	MMOA	QU
Billet Officer							
Description Set Name	DO	E	MMOA	VDT	2	MMOA	QU
Sub-Authorization	DO	E	MMOA	VDT	2	MMOA	QU
Staffing Precedence							
Level	DO	E	MMOA	VDT	2	MMOA	QU
Low Grade of Grade							
Range	DO	E	MMOA	VDT	2	MMOA	QU
Experience of Low							
Grade	DO	E	MMOA	VDT	2	MMOA	QU
High Grade of Grade							
Range	DO	E	MMOA	VDT	2	MMOA	QU
Experience of High							
Grade	DO	E	MMOA	VDT	2	MMOA	QU
First Additional MOS	DO	E	MMOA	VDT	2	MMOA	QU
Second Additional MOS	DO	E	MMOA	VDT	2	MMOA	QU
Duty Limitation	DO	E	MMOA	VDT	2	MMOA	QU
Sp. Limitation	DO	E	MMOA	VDT	2	MMOA	QU
Active Officer	DO	E	MMOA	VDT	2	MMOA	QU
Reserve Officer	DO	E	MMOA	VDT	2	MMOA	QU
Retired Officer	DO	E	MMOA	VDT	2	MMOA	QU
Date 1	DO	E	MMOA	VDT	2	MMOA	QU
Date 2	DO	E	MMOA	VDT	2	MMOA	QU
Share Percent	DO	E	MMOA	VDT	2	MMOA	QU
Level Number	DO	E	MMOA	VDT	2	MMOA	QU

MOS Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update Freq</u>
					<u>Class</u>	<u>User</u>	
Monitor Activity Code	SS	E	MMOA	VDT	3	MMOA	QU
Card Identification	SS	E	OSGM	ET	3	MMOA	QU
Naval Aviator Fixed Wing	DO	E	MMOA	VDT	2	MMOA	QU
Naval Aviator Helicopter	DO	E	MMOA	VDT	2	MMOA	QU
Naval Aviator NFO	DO	E	MMOA	VDT	2	MMOA	QU
Ground Combat	DO	E	MMOA	VDT	2	MMOA	QU
Ground Combat Services	DO	E	MMOA	VDT	2	MMOA	QU
Ground Combat Services Support	DO	E	MMOA	VDT	2	MMOA	QU
Air/Ground Combat Services	DO	E	MMOA	VDT	2	MMOA	QU
Air/Ground Combat Services Support	DO	E	MMOA	VDT	2	MMOA	QU

Mobilization Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update Freq</u>
					<u>Class</u>	<u>User</u>	
Mobilization Reporting Unit Code	SS	E	HMF	SYS	3	MMOA	AN
Component Code	SS	E	HMF	SYS	3	MMOA	AN
Duty Status	SS	E	HMF	SYS	3	MMOA	AN
Duty Limit Status Code	SS	E	HMF	SYS	3	MMOA	AN
Combat Casualty Status Code	SS	E	HMF	SYS	3	MMOA	AN
Combat Service Code	SS	E	HMF	SYS	3	MMOA	AN
Ex-Prisoner of War	SS	E	HMF	SYS	3	MMOA	AN
Separation Code	SS	E	HMF	SYS	3	MMOA	AN

Advance Assignment Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Advance Monitored Command Code	DO	E	MMOA	VDT	2	MMOA	AN
AMCC Estimated Date of Arrival	DO	E	MMOA	VDT	2	MMOA	AN
Advance Geo-Location Code	DO	E	MMOA	VDT	2	MMOA	AN
AGLC Estimated Date of Arrival	DO	E	MMOA	VDT	2	MMOA	AN

SEP Assignment Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Special Education Program MOS	DI	E	HQMC	ET	1	MMOA	AN
Date Last Served in SEP Tour	DI,DO	E	HMF	SYS	3	MMOA	AN
Type of SEP Training	DI,DO	E	HMF	SYS	3	MMOA	AN
Billet Sponsor	DI	E	HQMC	ET	1	MMOA	AN
Alpha Grade	DI	E	HQMC	ET	1	MMOA	AN
MOS English Description	SS	E	HQMC	ET	1	HQMC	AN
SEP GeoLocation Code	DI	N	MMOA	VDT	2	MMOA	AN

Marine Officer Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Military Identification Name	DI	E	HMF	SYS	3	HQMC	AN
Present Grade	DI	E	HMF	SYS	3	HQMC	AN
Lineal Control Number	DI	E	HMF	SYS	3	HQMC	AN
Preference of Duty Satisfaction	DI	E	HMF	SYS	3	MMOA	AN
Race	SS	E	HMF	SYS	4	HQMC	AN
Sex	DI	E	HMF	SYS	3	HQMC	AN
Expiration of Active Service	DI	E	HMF	SYS	3	HQMC	AN
Projected Expiration of Active Service	DI,DO	E	MMOA	VDT	2	MMOA	AN
Separation Code	DI	E	HMF	SYS	3	HQMC	AN
Contract Legal Agreement	DI	E	HMF	SYS	3	HQMC	AN
Dependents Geographical Location	DI	E	HMF	SYS	3	HQMC	AN
Active Duty Officer Service Base Date	DI	E	HMF	SYS	3	HQMC	AN
AUTOVON Telephone Number	SS	N	MMOA	VDT	4	MMOA	AN
Home Telephone Number	SS	N	MMOA	VDT	4	MMOA	AN
Combat Operations Experience	DI	E	MMOA	VDT	3	HQMC	AN
Board Assignment Code	DI	E	HMF	SYS	3	MMOA	AN
Present Grade Date of Rank	DI	E	HMF	SYS	3	HQMC	AN
Date of Birth	DI	E	HMF	SYS	3	HQMC	AN
Citizenship Status Code	DI	E	HMF	SYS	3	HQMC	AN

Officer MOS Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Primary Military Occupational Speciality	DI	E	HMF	SYS	3	HQMC	AN
Additional Military Occupational Speciality	DI	E	HMF	SYS	3	HQMC	AN
Intended Military Occupational Speciality	DI,DO	E	MMOA	VDT	2	HQMC	AN

Dependents Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update Freq</u>
					<u>Class</u>	<u>User</u>	
Marital Status	DI	E	HMF	SYS	3	HQMC	AN
Number of Dependents	DI	E	HMF	SYS	3	HQMC	AN
Active Duty Spouse Service Code	DI	E	HMF	SYS	3	HQMC	AN
Spouse Name	SS	N	MMOA	VDT	4	MMOA	AN
Name of Child 1	SS	N	MMOA	VDT	4	MMOA	AN
Age of Child 1	SS	N	MMOA	VDT	4	MMOA	AN
Sex of Child 1	SS	N	MMOA	VDT	4	MMOA	AN
Name of Child 2	SS	N	MMOA	VDT	4	MMOA	AN
Age of Child 2	SS	N	MMOA	VDT	4	MMOA	AN
Sex of Child 2	SS	N	MMOA	VDT	4	MMOA	AN
Name of Child 3	SS	N	MMOA	VDT	4	MMOA	AN
Age of Child 3	SS	N	MMOA	VDT	4	MMOA	AN
Sex of Child 3	SS	N	MMOA	VDT	4	MMOA	AN
Name of Child 4	SS	N	MMOA	VDT	4	MMOA	AN
Age of Child 4	SS	N	MMOA	VDT	4	MMOA	AN
Sex of Child 4	SS	N	MMOA	VDT	4	MMOA	AN
Name of Child 5	SS	N	MMOA	VDT	4	MMOA	AN
Age of Child 5	SS	N	MMOA	VDT	4	MMOA	AN
Sex of Child 5	SS	N	MMOA	VDT	4	MMOA	AN

Training/Education Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update</u>
					<u>Class</u>	<u>User</u>	<u>Freq</u>
Civilian Degree One	DI	N	MMOA	VDT	3	MMOA	AN
Civilian Degree Two	DI	N	MMOA	VDT	3	MMOA	AN
Civilian Degree Three	DI	N	MMOA	VDT	3	MMOA	AN
Major One	DI	N	MMOA	VDT	3	MMOA	AN
Major Two	DI	N	MMOA	VDT	3	MMOA	AN
Major Three	DI	N	MMOA	VDT	3	MMOA	AN
College Attended One	DI	N	MMOA	VDT	3	MMOA	AN
College Attended Two	DI	N	MMOA	VDT	3	MMOA	AN
College Attended Three	DI	N	MMOA	VDT	3	MMOA	AN
Year Degree One Earned	DI	N	MMOA	VDT	3	MMOA	AN
Year Degree Two Earned	DI	N	MMOA	VDT	3	MMOA	AN
Year Degree Three Earned	DI	N	MMOA	VDT	3	MMOA	AN
General Technical							
Aptitude Classification	DI	E	HMF	SYS	3	HQMC	AN
Language One	DI	E	HMF	SYS	3	HQMC	AN
Language Two	DI	E	HMF	SYS	3	HQMC	AN
Service School							
Completion Code	DI	E	HMF	SYS	3	HQMC	AN
Civilian Education							
Certificate Code	DI	E	HMF	SYS	3	HQMC	AN
Civilian Education							
Major Subject	DI	E	HMF	SYS	3	HQMC	AN
Training School							
Obligation Date	DI	E	HMF	SYS	3	HQMC	AN
Training School							
Obligation Flag	DI	E	HMF	SYS	3	HQMC	AN
Civilian Education							
Years Completed	DI	E	HMF	SYS	3	HQMC	AN

Former Assignments Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update Freq</u>
					<u>Class</u>	<u>User</u>	
Former Monitored Command Code	DI	E	HMF	SYS	3	HQMC	AN
Former MOS	DI	E	HMF	SYS	3	HQMC	AN
Former Geographical Location Code	SS	E	HMF	SYS	3	HQMC	AN
Date Arrived U.S. Dependents Not Restricted	DI	E	HMF	SYS	3	HQMC	AN
Date Arrived U.S. Dependents Restricted	DI	E	HMF	SYS	3	HQMC	AN
Original Date Arrived U.S. Dependents Restricted	DI	E	MMOA	VDT	2	MMOA	AN
Last Served in FMF	DI	E	MMOA	VDT	2	MMOA	AN
Last Monitored Command Code	DI	E	HMF	SYS	3	HQMC	AN

Current Assignment Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient</u>		<u>Update Freq</u>
					<u>Class</u>	<u>User</u>	
Monitored Command Code	DI	E	HMF	SYS	3	HQMC	AN
Slate Present MCC	DI,DO	E	MMOA	VDT	2	MMOA	AN
Assigned Billet MOS	DI,DO	E	MMOA	VDT	2	MMOA	AN
Assigned Billet Grade	DI,DO	E	MMOA	VDT	2	MMOA	AN
Estimated Date of Departure	DI,DO	E	MMOA	VDT	2	MMOA	AN
Deployment Status Code	DI	E	HMF	SYS	3	HQMC	AN
Deployed Monitored Command Code	DI	E	HMF	SYS	3	HQMC	AN
Date Current Tour Began	DI	E	HMF	SYS	3	HQMC	AN
Tour Control Factor	DI	E	HMF	SYS	3	HQMC	AN
Duty MOS	DI	E	HMF	SYS	3	HQMC	AN
Reporting Unit Code	SS	E	HMF	SYS	3	HQMC	AN
Strength Category Code	SS	E	HMF	SYS	3	HQMC	AN
Assignment Availability Date Deployment	DI	E	HMF	SYS	3	MMOA	AN
Active Duty Deployed Time	DI	E	HMF	SYS	3	HQMC	AN

Future Assignment Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Future Monitored Command Code	DO	E	MMOA	VDT	2	MMOA	AN
Future Assigned Billet MOS	DO	E	MMOA	VDT	2	MMOA	AN
Back to Back Restrictions	DO	E	MMOA	VDT	2	MMOA	AN
Billet Restrictions	DO	E	MMOA	VDT	2	MMOA	AN
School Eligibility Flag	DO	E	MMOA	VDT	2	MMOA	AN
School Selected Flag	DO	E	MMOA	VDT	2	MMOA	AN
Future Date Returned From Deployment	DO	E	MMOA	VDT	2	MMOA	AN
Intermediate MCC	DO	E	MMOA	VDT	2	MMOA	AN
Intermediate MCC Estimated Date of Arrival	DO	E	MMOA	VDT	2	MMOA	AN
Estimated Date of Arrival	DO	E	MMOA	VDT	2	MMOA	AN
Future Duty Status	DO	E	MMOA	VDT	2	MMOA	AN
Future Tour Control Factor	DO	E	MMOA	VDT	2	MMOA	AN
Future Permanent Change of Station Code	DO	E	MMOA	VDT	2	MMOA	AN
Future Reason for Transfer Code	DO	E	MMOA	VDT	2	MMOA	AN
Future Deployed Monitored Command Code	DO	E	MMOA	VDT	2	MMOA	AN
Future Assigned Billet Grade	DO	E	MMOA	VDT	2	MMOA	AN

ACIP Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Duty Involving Flight Operations	DO	E	MMOA	VDT	2	MMOA	AN
Active Duty Officer Aviation	SS	E	HMF	SYS	4	HQMC	AN
Operational Flying Base Date	SS	E	HMF	SYS	4	HQMC	AN
Operational Flying Time One	SS	E	HMF	SYS	4	HQMC	AN
Two	DI	E	HMF	SYS	3	HQMC	AN

Security Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Level of Security Clearance	DI	E	HMF	SYS	3	HQMC	AN
Date of Security Clearance	SS	E	HMF	SYS	4	HQMC	AN
Type of Security Investigation Code	SS	E	HMF	SYS	4	HQMC	AN

Assignment Preference Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Preference of Duty	DI	E	HMF	SYS	3	HQMC	YR
Interest in Professional Military Education	DI	N	MMOA	VDT	3	MMOA	AN
Choice for Professional Military Education	DI	N	MMOA	VDT	3	MMOA	AN
First Duty Preference	DI	N	MMOA	VDT	3	MMOA	AN
Second Duty Preference	DI	N	MMOA	VDT	3	MMOA	AN
Third Duty Preference	DI	N	MMOA	VDT	3	MMOA	AN
First Geographical Location Preference	DI	N	MMOA	VDT	3	MMOA	AN
Second Geographical Location Preference	DI	N	MMOA	VDT	3	MMOA	AN
Third Geographical Location Preference	DI	N	MMOA	VDT	3	MMOA	AN
Marine Officer Comments	DI	N	MMOA	VDT	3	MMOA	AN

Assignment Processing Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Slate Change Flag	DO	E	MMOA	VDT	2	MMOA	AN
Slate Exception	DO	E	MMOA	VDT	2	MMOA	AN
Present Monitored Command Code Flag	SS	E	HMF	SYS	4	HQMC	AN
Separation Report Flag	SS	E	HMF	SYS	4	HQMC	AN
Orders Type Transaction	SS	E	HMF	SYS	4	HQMC	AN
Orders Release Flag	DO	E	MMOA	VDT	2	MMOA	AN
Orders Transaction Date	SS	E	HMF	SYS	4	HQMC	AN
Permanent Change of Station Code	SS	E	HMF	SYS	4	HQMC	AN
Reason for Transfer Flag	SS	E	HMF	SYS	4	HQMC	AN
Advance Assignment Flag	DO	E	MMOA	VDT	2	MMOA	AN

FITREP History Entity

<u>Data Element</u>	<u>Type</u>	<u>Status</u>	<u>Input Source</u>	<u>Input Device</u>	<u>Recipient Class</u>	<u>User</u>	<u>Update Freq</u>
Begin Date	DI	E	HQMC	ET	3	HQMC	AN
End Date	DI	E	HQMC	ET	3	HQMC	AN
Occasion	DI	E	HQMC	ET	3	HQMC	AN
Duty Assignment	DI	E	HQMC	ET	3	HQMC	AN
Number of Months	DI	E	HQMC	ET	3	HQMC	AN
Type of FITREP	DI	E	HQMC	ET	3	HQMC	AN

**APPENDIX D**  
**TERMS AND ABBREVIATIONS**

## TERMS AND ABBREVIATIONS

ABGRD	Assigned Billet Grade
ABMOS	Assigned Billet MOS
ACIP	Aviation Career Incentive Pay
ADPE	Automated Data Processing Equipment
ADS	Automated Data System
AIS	Automated Information Systems
AMOS	Additional MOS or Automated Monitored Orientation Subsystem
AN	As Needed
ASR	Authorized Strength Report
CDC	Control Data Corporation
CMC	Commandant of the Marine Corps
DBA	Data Base Administrator
DBMS	Data Base Management System
DDS	Decision Support System
DI	Dynamic Input
DO	Dynamic Output
DoD	Department of Defense
EA	Economic Analysis
ET	Electronic Transfer
FD	Functional Description
FMF	Fleet Marine Force
FITREP	Fitness Report
FS	Feasibility Study
GDS	General Design Specification
GDSS	Ground Combat Service Support
HMF	Headquarters Master File
HQMC	Headquarters, U.S. Marine Corps
IG	Internally Generated
JUMPS/MMS	Joint Uniform Military Pay System/Manpower Management System
LCM	Life Cycle Management
LCM-AIS	Life Cycle Management of Automated Information Systems
MAC	Monitor Activity Code
MCC	Monitored Command Code
MCCDPA	Marine Corps Central Design and Program Activity
MID	Military Identification Number
MMOA	Code for Officer Assignment Branch
MMOA-1	Code for Ground Officer Assignment Section
MMOA-2	Code for Aviation and Aviation/Ground Officer Assignment Section
MMOA-3	Code for Plans, Policy, Systems, and Special Programs Section
MMOA-4	Code for Air and Ground Colonel Assignment Section
MOS	Military Occupational Specialty
MPI	Code for Manpower Management Information Systems Branch
MPI-40	Code for Manpower Systems Integration and Procedures Section
NAFW	Naval Aviator Fixed Wing
OADSS	Officer Assignment Decision Support system
OJT	On the Job Training

OSF	Officer Slate File
OSGM	Officer Staffing Goal Model
PCS	Permanent Change of Station
PME	Professional Military Education Program
PRE-PAS	Precise Personnel Assignment System
QU	Quarterly
RD	Data Requirements
SEP	Special Education Program
SS	Static System
T/O	Table of Organization
TMR	Table of Manpower Requirements
USMC	United States Marine Corps
VDT	Video Display Terminal
YR	Yearly

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